1

G. R. S. IX-5]

*Previous references.*
92 - 10. 65 107-15
182 - 10.
98 - 13. E. A 43-14

1910.

( E. & G. )

File No. S 2

Serial Nos. 1 - 2

*Later references.*
Ce-Deb 176.35

P

# GENERAL AND REVENUE SECRETARIAT

P.106
E

*Serial Nos.* 1 - 4

**Part B for** December 1910

**SUBJECT.**

Inspection rules

To

The Rajasthan chief court of Mysore
All District magistrates

G.O. no 478-86 E. A9. S 2. 4 dated 28th September

Sanctions the inspection rules for the civil and criminal courts in the state.

G.R.S. 11]

1915-16

2

GENERAL AND REVENUE SECRETARIAT.

(G A B)

NOTES.

G File No. 52.

FILE HEADING.

Inspection Rules, Judl. Deptt officers

From The Registrar of the Chief Court, Mysore

No. 4341/323 Dated 7/8/16 Received 14/8/16

| Diary No. | Enclos. | Spare Copies. | Serial No. 1 |
|---|---|---|---|

BRIEF ABSTRACT OF LETTER.

Forwards for the information of Govt, 3 sets of questions for the inspection of the courts 1 for the Chief Court, 2 for the Subordinate Civil Courts & 3 for the Subordinate Criminal courts.

NOTES AND ORDERS.

1. Submit with References. The Chief Court makes the following proposals for periodical inspection of the courts:

P.T.O

NOTES—First Sheet.

GPB—35,000--15-6-12

(3) Collection of statistics and comparative data in connection with (1) and (2).

Organisation and Administration work - General Administration by main divisions.

6. The entire work of the administration may be divided into five main divisions (particularised in Appendix I.) as under:-

I. Administration - General including Miscellaneous.

II. Revenue and Local Self-Government.

III. Protection & Minor Departments.

IV. Technical Departments.

V. Development - Moral & Material.

Large questions of principle and policy, important improvements, questions connected with the re-organisation of the departments falling under any of these divisions, will be dealt with by officers connected with the central administration as well as the Heads of Departments.

Method of work.

7. There will be a Secretary, two or more helpers and a number of principal officers associated with each division. It will be the duty of the Secretary under the orders of the Dewan or a Member of Government concerned to prepare lists of subjects for investigation, to distribute the same among the different chief workers and perform other duties connected with the scheme. The Dewan or Member of Government concerned may call for meetings of the principal workers and

G. R. S. X. 10]

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Requisition for Papers.

Section

A

B

Filed G.O. no 81 (22) / E.A.G

Deposit

File No. R 15/5/1916

Serial No.

To be put up with Diary No. of 1264 1923-26

Signature B. Venkatanarasiah

Branch Office

Section

Date 1/1/4/23

5

Organisation and Development work in recent years - Recapitulation.

3. With this object, in recent years, some important subjects relating to the different branches of the administration have been selected and assigned to groups of workers (including non-official gentlemen) for study. By thus doing so, the disposal of those subjects has been facilitated and at the same time opportunity has been afforded to persons interested in similar administrative questions to study them in co-operation.

Necessity for more adequate arrangements for the future.

4. The arrangements, however, have hitherto been of a tentative and informal character. In view of the satisfactory results so far obtained it is considered necessary to provide a more adequate and stable organisation in order to carry on the work. Without such an arrangement, there is every likelihood that the requirements of progressive administration and of changing conditions will be neglected among the more obvious and insistent demands of routine business.

Organisation and Development - Objects to be kept in view.

5. It is accordingly proposed to institute organisation and development activities in each department and in pursuing these activities the following objects will be kept in view:-

(1) Study of permanent improvements required.

(2) Systematic investigation of existing defects and remedy thereof.

(3)

6

Camp. Mysore.

Dated 12th October 1916

Official Memorandum.

*****

The undersigned presents ~~his~~ compliments and is directed to state that the question of improving Organization and Development work in Government Departments will be discussed at the meeting of officers to be held at the Public Offices on 16th instant. He is to request that the officers invited to the meeting will be so good as to come prepared with their views. A note explaining certain proposals ~~under con-~~ sideration in regard to the scheme is hereto appended for information.

By Order,

9/10

Secretary to Govt.
General Department.

7 2

G. R. S. 12]

General and Revenue Secretariat.

G. A. Ty File No. 52 of 191

| Serial No. | Name of Courts. | Inspg officer. | Period of inspection |
|---|---|---|---|
| 1 | Chief Court. | No rule is proposed to be laid down. | — |
| 2. | Distt Courts. | Judge of the Chief Court. | Occasionally annually if possible |
| 3. | Sub courts including criminal branch if any. | 1. Distt Judge. | Annually |
| 4. | Munsiff's Courts including criminal branch if any. | 2. Judge of the Chief Court | Occasionally annually if possible. |
| 5 | Distt Magistrates' Courts. | Judge of the Chief Court. | Do — |
| 6. | Sub Magistrates' Courts including 1st class Magistrates | 1. Distt Magistrate<br>2. Judge of the Chief Court | Annually<br>Occasionally |
| 7. | 2nd & 3rd class Magistrates' Courts | 1. Sub Dn first class Magistrate<br>2. Distt Magistrate | Annually<br>Do. |

2. The ~~Court~~ Chief Court says that no hard and fast Rule in the matter of inspection of Courts could be laid down but has put forward the above suggestions to indicate what is possible in a General way.

3. It is a point for consideration

NOTE—Contn. sheet.

3 8

G. R. S. 12]

General and Revenue Secretariat. | G A-7 File No. 52 of 191

Serial No.

whether the presiding Judges (including Munsiffs) of Subordinate Courts may not be required to inspect their own Courts at least once a year and submit their Reports to the immediate Superiors.

Km 27/8/16

4 Put a draft enquiring

RCC 28/3

5 Draft submit.

Km 28/8/16.

Typed draft

RCC 28/3

Typed draft is submitted.

Km 28/8/16

6. For approval or other orders

RCC 29/3

First Member)

7. Draft approved by the Vice-member

DMM 4/4

RG

Issue

2 Letter No: E&A 52 of 5-4-16 to the Regr: Ch: Court calling for further information. Reminded on 9. 6. 16.

RCC 6/4/16

Reminder letter put up.

Submitted 10/8.

DMM RCC 11/8

NOTE—Contn. sheet.

GPB—70,000—17-12-15

9 4

G. R. S. 12]

General and Revenue Secretariat.

E.A.G File No. 52 of 191 .

Serial No.

Letter No. 52-E. A. G. dt 14-8-16 from the Registrar, Chief Court, requesting for an early reply in the matter of periodical inspection of civil & criminal Courts by the presiding officers.

3. Regr's reply No. 211 dt 11th Sept 1916 submitting two sets of qns: for the insp: of the subordinate Civil & Crl: Courts by the presiding officers.

8 The chief court requests an annual inspection of each Court (civil or criminal) by the presiding officer and a set of qns: for each of the two classes has also been framed accordingly. Proposals in respect of inspection of these courts by superior officers are contained in Serial 1. This contains also a set of qns: for use by the inspecting officers and one for the chief Court itself. necessary addns: to the lists of qns: have been noted in pencil.

Flag S

J Jus 50 to 90 cts 239

Noted 20/9

9 To Br III for favour of new arts.

Mee 23/9

Submd 25/9/16

10 If it is considered expedient, the chief court may be requested to have questions (similar to 10 & 11 in the case of criminal courts) regarding the

1 & 12?

NOTE—Contn. sheet.

GPB—70,000—17-12-15

J. Pu 504

10.5

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191

Serial No.

the number of appealable decrees passed by a Civil Court, the number appealed against, the number modified, reversed, remanded or confirmed, and the number of cases revised by the Chief Court. Such figures are necessary to test the quality of the work of the original Courts and also, in some cases, of the First Appeal Courts. It seems also necessary for the Chief Court to maintain a register of judicial officers (Munsiffs, Subordinate Magistrates) against whom work criticisms have been passed in judgments for ready reference. ~~as to the grade~~ Suitable questions may in this connection be framed.

There is a regular system in British India for finding out this information

Eg.

Eg 29/9.

NGN 30/9/16

Pr VIII

11. Please put up a draft to C.C. enquiring

NGN (30/9) 1/10.

~~Draft~~ Filed

NGN 3/10

12. The additions not being very important, it is not perhaps necessary to consult the Chief Court again. Please put up a self contained order approving the proposals

NGN 20/10/16

NOTE—Contn. sheet.

11 6

G. R. S. 12]

General and Revenue Secretariat. | E&AG File No. 52 of 191

Serial No.

A draft G.O. is put up.

Filed
NGR
8/11/16.

13 Please put up information re inspection of civil & cr courts on the lines indicated in person.

NGR
11/11/16

14 The information called from the various files and books of Circular orders is ~~are~~ noted in separate sheets & hereunith filed together with a revised draft.

Flag R.

NGR
30/11.

15 ~~A draft is put~~ The file re insp by chief court has also to be put up. Please remind me about this after the P.S. D's return. It is stated the papers are with him.

NGR
2/12/16

16 A revised draft is put up as per personal instructions. The file referred to is also submitted.

NGR
3/1/17.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. III-2]

General and Revenue Secretariat. | EAG File No. S 2 of 191

Serial No.

17. A draft order generally in accordance with the final proposals of the Chief Court is put up on the inspection of Civil and Criminal Courts in the State. I have consulted Mr Swamakel

18. There are two points to which it is necessary to invite attention:-

First - The order of Government requiring that Sessions Judges as well as District Magistrates should inspect the courts of First Class Magistrates has, ere this, led to some controversy. The objections to this dual inspecting agency are avoided by the present proposals of the Chief Court which are embodied in the draft Government order. According to these proposals the Courts of First Class Magistrates other than Munsiff Magistrates are to be inspected by the District Magistrate and the courts of Munsiff Magistrates by the Sessions Judges. But the District Magistrates should not altogether be dissociated from the inspection of Munsiff Magistrates. So it is provided in the draft that District Magistrates may inspect the courts of Munsiff Magistrates when they deem necessary.

Second - In the proposals received from the Chief Court, it is observed that no rules can be laid down for the Chief Court but that the courts of District Judges, Subordinate Judges and District Magistrates would be inspected occasionally ~~and~~

NOTE—Contn. sheet.

With reference to the linked file, the Secy. wanted to see the notes of discussion with the Chief Judge.

The notes of discussion have since been perused by the Secy. and it is seen that the subject (of the linked file) was not discussed with the Chief Judge. The P.S.D said that only the more important cases (as suggested by the

ND 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

EAG File No. 57 of 191

Serial No.

~~and~~ annually if that is found to be reasonably possible. As regards the Chief Court itself, though a form of inspection questions is given, no definite proposal is put forward as to the agency and frequency of inspection. In the draft Government order it is suggested that a Judge of the Chief Court should inspect the Chief Court and the District Courts once a year and the other courts occasionally according to convenience.

If the arrangements suggested in the draft are approved, it would be needless to pursue the question of obtaining programmes of inspection to which the judges have demurred (Vide linked file).

Secy) 10/2/17

20 The linked case was not discussed by the Dewan with the Chief Judge. Hence orders are necessary in that file too. The draft order in this file disposes of that question as well in a way. I agree to the draft. I kept this file until now to ascertain whether the Dewan had discussed the linked case with the Chief Judge & if so, with what result.

Dewan 12/2

First Member) 12/2

21 Draft approved by the first member 1.2.17

Dewan) Dewan 14/2 15/2

*CAs 7 Aug. 16 821.

It is now ascertained that 12/2

1829 / 12.2

4697 / 15.2.17

NOTE—Contn. sheet.

15 9

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

Inspection by the Chief Court and Subordinate courts.

General and Revenue Secretariat. | File No. S 2 of 191

4697 Serial No.

22 The draft seems suitable.

23 The Second Member may also see the draft and, if the First Member has no objection, the draft order may be shown un-officially, to the Chief Judge, before issue. The Chief Judge may be informed that Government would welcome any suggestions from him calculated to make the order more practical.

21.3.17.

191 / 22.3.17

Second member & First member

24 Seen

23.3

25 I do not understand how Presiding officers can inspect his own courts.

26 Why should not a Deputy inspect a sub Court.

27 If the senior judge regularly inspects minor courts, should be able to see the work by himself.

~~Further~~

28 Unless sentences appear it may be omitted. Annual visit may not be possible.

29 There is no reason why a Deputy cannot be put upon formal visit by the chief court & the Deputy's role only occasionally inspected

23.3

2429 / 26.3.

NOTE—Contn. sheet.

ND 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

E. A. & R. File No. 52 of 191

Serial No.

30. As desired by the Government, the Ch. Judge may be consulted unofficially & be requested to favour Govt with his opinion on the proposed P.O. After this matter is settled, the file may be re-submitted

Secy

C.S. 31 Do draft done 2/4
3/4.

32 Submitted with a draft D.O.
Secy 4.4.17.

33 Approved
Secy
4/4.

D.O. letter No. 52-E.A.&R. of the 5th April 1917 to the Chief Judge requesting to be favoured with his views.
May a reminder issue?
Awaiting orders.
Secy
14/6.

Regd's D.O. letter No. 72/D/16.6.17 forwarding copy of the draft C.O. with the opinion of the Chief Judge noted in the margin thereof.
4. The Chief Judge is in general agreement with the draft P.O. & re paragraph 5 of the (in opn. of the Ch. Court itself) he says that an annual inspection of the Chief Court either by himself or one of the Judges will be arranged for.
5. The Second Member has ~~expressed~~ raised certain

NOTE—Contn. sheet.

G.R.S. 504-16

WD 1233—GPB—60,000—1-12-16—S.

11

17

G. R. S. III-2]

General and Revenue Secretariat.

E.A.G. File No. 52 of 191

Serial No.

Questions regarding the draft f.n. vide para-graphs 25 to 29 ante.

Filed
NGR
16/6

Paragraph 5 of the draft order may be revised as shown in pencil in view of the present communication from the Chief Court

NGR
19/6/17

Seen

I agree.

Fust Member

Dwn of Rev
25/6

Cappt. Law
Member
Dwn of Rev
25/6

Seen
27/6/17

3687
27.6.

Dewan

Dwn of Rev
27/6

7375
27.6.17

The draft order may be shown to the other members of Council & then issued

24.7.17.

Dwn of Rev
27/7

334
27-7-17

Second member & extraordinary member

Seen
28.7

Dwn of Rev
28/7

275
31.7.17

Dewan
31.7.17. Dwn
Issue
4/8

1st proof recd 7-9-17
Proof corrected & further proof called for on 14.9.17.

4

G.O. no. 478-86-E.A.G.52-4 of 24-9-1917
Sanctions Justice Rules for the Civil and Criminal Courts in the State.

To Br. III with 3 copies of G.O.

Br.
30.10

Subd for perusal.

AAR
13/11

14/11

NOTE—Contn. sheet.

Subd
Please see note for
[illegible] (13.7.16)

## Statement B.

### Functionaries of the several Bureaus.

| No. | Name of Bureau. | Members. | Organising Secretaries. | Additional Secretaries and work pertaining to them. |
|---|---|---|---|---|
| I. | Revenue Bureau. | 1. Dewan or First Member (Chairman)<br>2. Financial Secretary<br>3. Revenue Commissioner<br>4. Excise Commissioner<br>5. Conservator of Forests.<br>6. Superintendent of Survey<br>7. Revenue Secretary. | Revenue Secretary. | Mr. S.Shamanna - (1) Financial (3) Excise, Stamps and Registration.<br>Mr. M.S. Ramachandra Rao (2) Land Revenue, (4) Forests and (5) Revenue Survey. |
| II. | Judicial Bureau. | 1 The Second Member (Chairman)<br>2. One of the Judges of the Chief Court<br>3. Inspector General of Police<br>4. General Secretary. | General Secretary. | Mr. G. Srinivasa Iyer - (1) Courts, (2) Legislation and (3) Police. |
| III. | Protection Bureau. | 1. The Extraordinary Member (Chairman)<br>2. ~~The Chief Commandant~~<br>3. The Senior Surgeon and Ex-officio Sanitary Commissioner and Inspector General of Prisons,<br>4. General Secretary. | General Secretary. | Mr. T.E. Jayarama Iyer - (1) Military.<br>Mr. B.Subba Rao - (2) Medical and Sanitary.<br>Mr. G. Srinivasa Iyer - (3) Prisons. |
| IV. | Development Bureau | 1. Dewan or First Member (Chairman)<br>2. Inspector General of Education<br>3. Director of Agriculture<br>4. Director of Industries<br>5. Registrar of Co-operative Societies<br>6. Financial Secretary<br>7. Secretary, Education and Agriculture. | Secretary, Departments of Education and Agriculture. | Mr. K. Subba Rao - (1) Organisation of Economic work-- General Conference & Co-operative Societies. (2) Education, (3) Agriculture, (4) Industries and Commerce.<br>Mr. Y. Narasinga Rao - (1) Organisation of Economic work-- General Conference. |
| V. | Technical Bureau. | 1. Dewan or Second Member (Chairman)<br>2. Railway Secretary<br>3. Director of Mines and Geology<br>4. Chief Electrical Engineer<br>5. Secretary, Public Works Department. | Secretary, Public Works Department. | Mr. T.Lakshminarasimha Rao (1) Railway Department.<br>Mr. B. Subba Rao - (2) Geology and Mining.<br>Mr. R.V. Sundaram Iyer - (3) Public Works, (4) Electrical Department |

19

Statement B (contd.)

| No. | Name of Bureau. | Members. | Organising Secretaries. | Additional Secretaries as work pertaining to them. |
|---|---|---|---|---|
| VI. | A. Local Self-Government and Miscellaneous Bureau. | 1. The First Member (Chairman)<br>2. President, Bangalore City Municipality.<br>3. President, Mysore City Municipality<br>4. Deputy Commissioner, Bangalore District.<br>5. Revenue Secretary. | Revenue Secretary. | Mr. B. Subba Rao --<br>1. (a) Bangalore City Municipality.<br>(b) Mysore City Municipality.<br>(c) Mysore Trust Board.<br>(d) District Boards and Municipalities. |
| | B. Miscellaneous and General Administration Section. | 1. The Second Member (Chairman)<br>2. Muzrai Superintendent<br>3. Financial Secretary<br>4. General Secretary<br>5. Under Secretary, General Branch. | Under Secretary, General Branch. | Mr. S. Hiriyannaiya --<br>(1) Confidential.<br>Mr. N. Madhava Rao --<br>(2) General Administration. |

Statement C.

Showing distribution of Organisation and Development subjects under Government Memorandum dated 6th January 191 to the several Bureaus.

| Serial No. | Bureau. | Department. | Important Subjects. under paragraph 4. | Minor Subjects. under paragraph 9 (c) | Remarks. |
|---|---|---|---|---|---|
| 1. | Revenue Bureau. | 1. Financial. | 1. Expansion, consolidation and utilisation of State credit. | ... | |
| | | | 2. Financing Capital Account Works. | ... | |
| | | | 3. Revision of Financial Forecast every half-year. | ... | |
| | | | 4. Railway Finance - State. | ... | |
| | | | 5. --Do-- District Railways. | ... | |
| | | 2. Land Revenue. | 1. Remuneration to Village Servants. | 1. Revision of forms in the Revenue Department. | |
| | | | 2. Rules for the rapid disposal of petitions, darkhasts and Revenue cases. | 2. Abolition of unnecessary returns. | |
| | | | 3. Simplifying and standardising work of Amildars. | | |
| | | | 4. Improvement of system of correspondence in District and Taluk offices. | | |
| | | | 5. Defining relations between landlord and tenant in Inam villages. | | |
| | | | 6. Conservancey and development of Topes and avenue trees. | | |
| | | | 7. Taluk and District Conferences. | | |
| | | | 8. Throwing open some or portions of Amrut Mahal kavals for cultivation. | | |
| | | | 9. Tank Panchayet Scheme. | | |
| | | | 10. Village Improvement Scheme. — Preparing stamp Do. | | |
| | | | 11. Restoration and repair of minor tanks. | | |
| | | | 12. Completion of all handbooks. | | |
| | | 3. Excise, Stamps & Registration. | 1. Settlement of Inamdars' claims to Toddy revenue. | | |
| | | 4. Forests. | 1. Development of Forest resources. | 1. Utilisation of teak branchwood for preparation of furniture and barrels or small casks. | |
| | | | 2. Establishment of a school for Foresters in Mysore. | 2. Cause of diminution of water supply in the tanks, nallas and rivers in summer. | |
| | | | 3. Resumption of Military kavals and Hunsur Buildings. | 3. Management of parks and Government compounds in District and Taluk | |
| | | | 4. Village Forests. | | |

| Serial No. | Bureau. | Department. | Important Subjects. under paragraph 4. | Minor Subjects. Under paragraph 9(c) | Remarks. |
|---|---|---|---|---|---|
| I. | Revenue Bureau. | 4. Forests. | | 4. Developing a research branch of the Forest Department.<br>5. Reservation of valuable forest tracts and fodder and grazing reserves in the Maidan Taluks where difficulty for firewood is felt.<br>6. Exploitation of the Ghaut forests of the Hassan District.<br>7. Scheme for the abolition of Sub-range charges and for splitting up Forest Ranges into manageable dimensions.<br>8. Simplification of Range accounts and correspondence.<br>9. Simplification of procedure for the constitution of State forests.<br>10. The preparation of Katch.<br>11. Supply of fodder.<br>12. A scheme for afforestation in the catchment area of the Kannambadi reservoir and the creation of plantations for the growth of timber, firewood and manure plants required by the ryots.<br>13. Creation of fuel reserves in the Bangalore District for supplying fuel to the City and for industries. | |
| | | 5. Revenue Survey. | 1. Examination of the Survey Department with reference to the benefits to the State and the expenditure on the Department. | 1. The possibility of securing the co-operation of landholders in field work.<br>2. The system of settlements--the possibility of improvement.<br>3. Maintenance of boundary marks to be on a more efficient and satisfactory basis than at present.<br>4. The constitution of a Record of Rights Department.<br>5. A practical and good solution for the subject of Banjar Tari.<br>6. The possibility of curtailing the days lost in replacing missing boundary marks. The adoption of a system of pegging out for missing marks to be looked after by the Revenue Department.<br>7. The advantages of a Plane Table Survey over the Cross Staff Survey and the advisability of adopting it at this stage of the Revision Survey in Mysore.<br>8. The substitution for the existing cumbrous prodedure relating to Bandh accounts, a simpler method by which the total of 'Bandh Expense' in a Taluk is recovered from all khatedars as cess on each rupee of assessment | |

22

| Serial No. | Bureau. | Department. | Important Subjects. under paragraph 4. | Minor Subjects. Under paragraph 9 (c) | Remarks. |
|---|---|---|---|---|---|
| I. | Revenue Bureau. | 5.Revenue Survey. | | 9. The possibility of introducing a revision settlement in whole Districts as in Madras. | |
| II. | Judicial Bureau. | 1. Courts. | 1. Separation of Judicial from Executive functions. | | |
| | | | 2. Recruitment to and promotions in the judicial service. | | |
| | | | 3. Village Courts. | | |
| | | 2.Legislation. | 1. To maintain a half-yearly list of legislative enactments. | | |
| | | 3. Police. | 1. Improvement of the morale of the Police. | | |
| | | | 2. ~~System of~~ Recruitment to the officer grade in the Police Department to be examined. | | |
| | | | 3. Improved rules (like those of London and Bombay) for the behaviour of the Police towards the Public. | | |
| III. | Protection Bureau. | 1.Military. | Examination of the working of the Military and Amrut Mahal Departments including the Kunigal Stud Farm. | | |
| | | | 2. Recruitment to the Officer grade of the Military service and improvement of status of Military officers. | | |
| | | | 3. Appointment of Aides-de-Camp. | | |
| | | | 4. Scheme of Military settlements. | | |
| | | 2. Medical and Sanitary. | 1. Training of local mid-wives and bringing into existence a class of local women medical practitioners. | 1.Chemical analyses to determine potability of waters of various wells in District and Taluk headquarters and protection of these places from water-born diseases by fitting semi-rotary pumps wherever possible. | |
| | | | 2. System of recruitment in the Medical Department to be examined. | 2. Drinking water supply survey-- studying the sources of contamination. The dangerous elements resulting from contamination. | |
| | | | 3. Reorganisation of the Sanitary and Public Health Departments. | 3.Malaria-- if paddy fields breed malaria carrying anopheles. | |
| | | | 4. A sanitary survey of a typical city, town and village. | | |
| | | | 5. Preparation of a Sanitary Manual with a leaflet of essentials. | | |

23

| Bureau. | Department. | Important Subjects. under paragraph 4. | Minor Subjects. under paragraph 9 (c) | Remarks. |
|---|---|---|---|---|
| Protection Bureau. | 2. Medical and Sanitary. | 4. Malnad Improvement Scheme. | 4. How best to give medical relief to rural parts.<br>5. School sanitation and Hygiene and how best to improve the existing defective state of affairs. Medical inspection of children in detail.<br>6. Disease survey in the Malnads.<br>7. Vaccination in rural parts.<br>8. Vital statistics.<br>9. Malnad improvement including development of industries. | |
| | 3. Prisons. | 5. Development of Jail Industries-- Khaki weaving. | | |
| Development Bureau. | 1. Organisation of economic work-- General Conference and Co-operative Societies. | | | |
| | 2. Education. | 1. Compulsory Education Scheme. | | |
| | 3. Agriculture. | | | |
| | 4. Industries & Commerce. | | | |
| Technical Bureau. | 1. Railway Department. | 1. Further Railway programme for the next five years.<br>2. Preparations for working Mysore-Arsikere line and resumption of branch lines.<br>3. Settlement of special questions with the Madras and Southern Mahratta Railway Company.<br>4. Port facilities on the West Coast. | 1. Railway surveys and construction.<br>2. Road maintenance.<br>3. Workshop development in Mysore.<br>4. Economic problems of girder bridges.<br>5. Location of railway line in ghats.<br>6. Development of inter-communications and its effects on the material prosperity of the people. | |

24

| Serial No. | Bureau. | Department. | Important Subjects. under paragraph 4. | Minor Subjects. under paragraph 9 (c) | Remarks. |
|---|---|---|---|---|---|
| V. | Technical Bureau. | 2. Geology & Mining. | 1. Training of Geological apprentices.<br>2. Measures for the production of special metals. | 1. Fire protection in Mines.<br>2. Ventilation of Mines.<br>3. Structure of the Kolar Gold Field.<br>4. Development of Geological Museum and of smaller collections.<br>5. Preparation of a popular handbook on the storage and use of explosives.<br>6. Production of limes and cements.<br>(Cement and the possibility of its manufacture in Mysore).<br>7. Supply of refractory materials.<br>8. Methods for collection and compilation of mining and mineral statistics. | |
| | | 3.Public Works. | 1. Readjustment of atchkat under major tanks.<br>2. Measures for the more economical distribution of water.<br>3. Construction of the new Public Office building in Bangalore.<br>4. Development of workshop.<br>5. Cauvery award and second stage of Cauvery Reservoir.<br>6. Development of irrigation in the Cauvery valley.<br>7. Special questions with the Madras Government relating to rates on extra power generated with the aid of reservoir water and the extension of main agreement in perpetuity or up to 99 years.<br>8. A rope tramway to Chamundi.<br>9. Cultivation under Marikanve. | 1. Run off from catchments. | |
| | | Electrical Department. | 1. New Hydro-Electric works in the State. | 1. Tests and repairs of A.C. Meters.<br>2. Tests and repairs of motors and transformers.<br>3. Development of the C.P.S. Electrical Laboratory with a view to turn out electrical appliances of commercial importance.<br>4. Electricity for industrial purposes in Mysore.<br>5. Advantages of electric drive and installation of motors for mills, factories and other small industrial and domestic concerns. | |

25

| Serial No. | Bureau. | Department. | Important Subjects. under paragraph 4. | Minor Subjects. under paragraph 9 (c) | Remarks. |
|---|---|---|---|---|---|
| VI. | Local Self-Government and Miscellaneous Bureau. | A<br>1. Local Self-Government-<br>(a) Bangalore City. | | | |
| | | (b) Mysore City. | 20 1. Mysore City Improvements. | | |
| | | (c) Mysore Improvement Trust Board. | | | |
| | | (d) District Boards and Municipalities. | 9 1. Giving effect to the reforms announced in the Dasara Representative Assembly.<br>~~2. Improvement of Travellers' Bungalows, its proper issues of compound walls.~~<br>10 2. Town planning (including consequential legislation). | | |
| | | *B. Miscellaneous.* | | | |
| | | *2. Muzrai.* | 36 1. Utilising the resources of the Muzrai Department to strengthen the Department and to provide for effective control over religious institutions, temples, etc.<br>37 2. Reprganisation of the Muzrai Department. | | |
| | | 3. Printing. | | | |
| | | 4. Government Gardens and Museum. | 38 ~~7.~~ 1. Development of the Museum. | | |
| | | 5. Ethno-graphy and Archaeology. | | | |
| | | 6. Meteorology. | | | |

26

| Serial No. | Bureau. | Department. | Important Subjects. under paragraph 4. | Minor Subjects. under paragraph 9 (c). | Remarks. |
|---|---|---|---|---|---|
| VI. | Local Self-Government and Miscellaneous Bureau (contd.) | B. Miscellaneous-<br>General. | 1. Precedence at Durbars.<br>2. Securing uniformity of work in the Secretariats.<br>3. Principles of recruitment of officers in the General Department and Technical Departments.<br>4. Maintaining a trained reserve of officers in each department.<br>5. Definite rules for recruitment and promotions in the subordinate services.<br>6. Collection of all historical and confidential documents relating to the State.<br>7. Extension of Post and Telegraph facilities.<br>~~8.-Further-development-of hill-stations.~~<br>8. Improvement of Travellers' Bungalows with proper fences or compound walls. | | |

nil 12/7

15/7

Latest

25-7-16.

# ORGANIZATION & DEVELOPMENT WORK.

****

## I. ADMINISTRATION - GENERAL (inc. Misc).

(1) Palace & Political.
(2) Efficiency Audit.
(3) Financial Audit.
(4) Organization - Establishment.
Uplift of the people.

## II. REVENUE & LOCAL SELF GOVERNMENT BUREAU.

**A. Revenue.**

(1) Financial.
(2) Land Revenue.
(3) Excise, Stamps & Registratio
(4) Forests.
(5) Revenue Survey & Inam.

**B. Local Self Government.**

(1) B'lore City Municipality.
(2) Mysore City Municipality.
(3) Mysore Trust Board.
(4) Dt Bds. & Municipalities.

## III. PROTECTION & MISCELLANEOUS BUREAU.

**A. Protection.**

(1) Courts,
(2) Legislation.
(3) Police.
(4) Military.
(5) Medical & Sanitary.
(6) Prisons.

**B. Miscellaneous.**

(1) Muzrai.
(2) Printing & Stationery.
(3) Govt. Gardens & Museum.
(4) Ethnography & Archaeology
(5) Meteorology.

## IV. TECHNICAL BUREAU.

(1) Public Works.
(2) Electrical.
(3) Railways.
(4) Geology & Mining.

## V. DEVELOPMENT, MORAL & MATERIAL - PEOPLE'S PROGRESS - ECONOMIC.

(Both Govt. & the people).

(1) Organization of Economic work General Conference & Co-operative Societies.
(2) Industries & Commerce.
(3) Agriculture.
(4) Education.

## VI. PEOPLE'S PROGRESS - PUBLIC & SOCIAL

(1) ~~Public & Municipal.~~
Social Service. & reform
(2) ~~Social.~~
(3) Science & Literature.
Art & Morals. Reform
(4) Business Training & Business Morals.
5) Training for Civic Duties

**********

Given to Secy Dewan on 26/7/16
Place in the file.
Sd/- 26/7

EG

O & D

I Settle divisions. Brief suggestions.

II Objects & reasons

III Rules for working

IV Subjects — (i) 12 unfortunates.

(ii) Subjects to be developed through other agencies (i.e. other than sectional)

(iii) Reserve list.

V Agencies. (1) Central

A (2) Sect officers.

(3) Leading sects.

B. Officers & depts through their respective Heads.

C. Leading public men including officers

VI A statement of lov units to be prepared :- Pop & area to be divided :

Actuals in each city, town, taluk & village area concerned.

Green
2/8

86

G.R.S. 13]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Organisation and Development (Govt activities).

A draft of a memorandum circulating copies to heads of depts and other offices invited to the meeting is put up for favour of approval or other orders.

Secy)

8/10/16

Print as aff'd by Dewan

Send copies

Dewan 9/10

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

67

G.R.S. III—3]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

*N.B.*—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20·7

D.O.No.

General and Revenue Secretariat,

Dated, Camp Mysore, 8th October 1916.

Dear Sir,

In continuation of my D.O. No. 128-145 dated the 27th ultimo I am desired to inform you that the meeting of Deputy Commissioners and Select Heads of Departments will be held from 7-30 to 10-30 A.M. in the hall of the Public Offices Building at Mysore on two consecutive days ~~following the day on which the sittings of the Representative Assembly close.~~

Yours sincerely,

To,

The Secretary, General Department
Do Revenue Department
Do Education & Agriculture
Do Financial Department
Do Public Works Department
V.R.Thyagaraa Iyer, Esq., M.A.,
K. Doraswami Iyer, Esq.,
P. Raghvendra Rao, Esq., B.A., B.L.,
M. Shama Rao, Esq., M.A.,
M. G. Rama Rao, Esq., B.A.,
C. Srikantesvara Aiyar, Esq., B.A., B.L.,
M.A.Narayana Iyengar, Esq., B.A., B.L.,
T.V.Arumugam Mudaliar, Esq., M.B.C.M.,
Dr. Coleman, M.A., Ph. D
The Deputy Commissioners of Districts
The Muzrai Superintendent.

NOT FOR PUBLICATION

31

[illegible] AND DEVELOPMENT WORK.

[illegible] CONNECTED WITH

THE ADMINISTRATION.

Nature of organisation and development work.

The welfare of the State and its orderly progress, as a body politic, -- depend on the manner in which the following activities are organised and developed:

(1) Activities connected with the administration.

(2) Activities connected with peoples' progress - economic.

(3) Activities connected with peoples' progress - social, ~~cultural, etc.~~ and

2. The activities belonging to the second of these classes come under the purview of the Economic Conference and of the agencies ancillary thereto, as well as some of the Government Departments. The third class of activities -- concern the public and have to be attended to by the leaders of the people. The object of the present proposals is to -- ensure that the activities comprised under the first head, namely, those of Government departments, particularly the larger questions connected with the policy and development of those departments and their internal economy may receive special and continuous attention at the hands of a - number of competent officers and specialists.

3.

No. 4341/323 Dn 3

32

CHIEF COURT OF MYSORE,

BANGALORE.

Dated 7th March 1916.
13

From

N.T. GOPALIENGAR, Esquire, B.A., LL.B.,

Registrar of the Chief Court of Mysore.

To

D.M. NARASINGA RAO, Esquire, B.A., B.L.,

Secretary to the Government of Mysore,

General Department.

Adverting to Government Proceedings No. G. 10870-10918/E.A. 43-14-1 dated the 10th April 1915, I am directed to forward herewith for the information of the Government three different sets of questions, one for the inspection of the Chief Court, one for all the subordinate Civil Courts including those exercising magisterial powers and one for all the subordinate Criminal Courts in the State.

As regards the detailed proposals for the periodical inspection of the Subordinate Courts, I am to state that inspection work must give way to the more important regular duties of Judges of all grades but that as a general and not a hard and fast rule each Munsiff's Court and each Subordinate Judge's Court should be inspected annually by the District Judge and occasionally as may be convenient by a Judge of the Chief Court. No rule can be laid down for inspection by the Chief Court but the Courts of District Judges, Subordinate Judges and District Magistrates will be inspected ~~annually~~ occa

33

occasionally, annually if that is found to be reasonably possible. Magistrates' Courts inferior to the District Magistrates may also be inspected by the Chief Court occasionally and should be inspected by the District Magistrates annually but not by Sessions Judges (Vide my letter No. 4153/324 dated the 21st April 1914). Second and Third Class Magistrates' Courts should be inspected by the Sub Division First Class Magistrates and District Magistrates annually, but it is better that Munsiff Magistrates be inspected by the District Judges only and not by District Magistrates or Sub Division Magistrates.

Ch 207-13
Sh 1671
[illegible] been
[illegible] for [illegible]
[illegible]

The Chief Court do not think that any hard and fast rule as to inspection should be laid down for any grade of officers and merely put their suggestion forward as an indication of what may be considered sufficient in general.

I have the honour to be,

Sir,

Your most obedient servant,

U. Gopalan

REGISTRAR.

N.G.

20.52 - E. A. G. 5-4-1916

34

To

The Registrar,

Chief Court.

S i r,

With reference to your letter No.4341/323 dated the 7th March 1916 submitting proposals for the periodical inspection of the Chief Court and the Subordinate Civil and Criminal Courts, I am directed to enquire whether in addition to the other arrangements proposed, it is not desirable that the presiding officers of subordinate Civil and Criminal Courts should inspect their own courts, once a year or so and submit reports to the officers immediately superior to them.

2. With reference to the observations made in the last paragraph of your letter I am to state that Government only wish to lay down what is generally expected of officers in the matter of inspection and do not contemplate any hard and fast rule.

I have the honor etc.,

31/3/16

for Secretary to Government,

General Department.

GKV.

Ref: on S. C. No.211.&2

8/3.35

GEN. & REV. DEPTT.
12 SEP 1916

Chief Court of Mysore,

Bangalore, 28th August 1916.
11th Septr.

From

N. T. GOPALIENGAR, Esq., B. A., LL. B.,
Registrar of the Chief Court of Mysore.

To

D. M. NARASINGA RAO, Esq., B. A., B. L.,
Secretary to the Government of Mysore,
General Department.

Sir,

Adverting to the first paragraph of your letter No. 52/E. A. G. dated the 5th April 1916, I am directed to state that the Judges are of opinion that it will be useful if each of the presiding officers of the Subordinate Civil and Criminal Courts should inspect his own office once a year and send a report to his superior. Two sets of questions for such inspection are herewith forwarded for the sanction of the Government.

I am to request that the question noted in the margin may be added to each set of questions framed for the inspection of the Civil and Criminal Courts which was forwarded to the Government for sanction with this Office letter No. 4341/323 dated the 7/11th March 1916.

"Is the Court being inspected by the presiding officer annually and a report submitted to his immediate superior officer".

I have the honor to be,

S i r,

Your most obedient servant,

N. Gopaliengar

R E G I S T R A R.

no 5 - E. A.
Secl one.

36

Bangalore,
5. 4. 17.

My dear Sir,

With reference to the correspondence ending with the Chief Court Registrar's letter no. S. C. 211 dated the 11th Sept. last regarding the periodical inspection of the Civil and Criminal Courts in the State, I am desired to forward herewith for favour of your opinion a copy of the ~~the accompanying~~ draft government proposing certain modifications in the rules now in force on the subject.

I am to state that 2, Govt would welcome any suggestions from you calculated to make the rules more practical.

Yours sincerely,
[signature]

Sir Leslie C. Miller, Kt.,
Chief Judge.

Signed by Sri D. M. Narasimhaiah
Dated 5. 4. 17

D. O. No. 72 Ex-1

37

Chief Court of Mysore,

Bangalore,

15th June 1917.

Dear Sir,

With reference to your D.O. letter No.52 E.A.G. dated the 5th of April 1917 to the Chief Judge, I am desired to forward herewith a copy of the draft Government Order together with the opinion of the Chief Judge noted in the margin thereof.

Yours sincerely,

Registrar.

D.M.Narasinga Rao Esq., B.A.,B.L.

Secretary to Government,

General Department.

Proceedings of the Government of
His Highness the Maharaja of Mysore.

R e a d:--

Government Order No.J.2321-9/Cts.92-10-3, dated the 15th February 1911, directing that all the courts of Subordinate Magistrates should be inspected by the District Magistrates or Sessions Judges at least once a year.

2. Letter No.J.239-10-2, dated the 15th July 1911 to the District Magistrate, Chitaldrug, stating that as suggested by the Chief Court, Session Judges and District Magistrates should arrange in mutual consultation for the inspection of Criminal Courts in their jurisdiction.

3. Government Order No.J.3722-30/Cts.182-10-15, dated the 24th June 1911 directing that District Magistrates should inspect the courts of Assistant Commissioner Magistrates at least once a year.

4. Letter No.J.2128/Cts.98-13-1, dated the 3rd December 1915 to the Registrar, Chief Court, requiring that copies of programmes of inspection by the Judges of the Chief Court should,

if prepared, be sent up to Government.

5. Government Order No.J.3295-Cts.107-15-3, dated the 14th February 1916 (paragraph 6) suggesting the preparation of annual programmes apportioning the work of inspection (of civil courts) between the Judges of the Chief Court and the District Court.

6. Letter No.5968-438, dated the 28th June 1916, from the Registrar, Chief Court on the suggestion referred to in 5.

7. Government Order No.10870-918, E.A.43-14-1, dated the 10th April 1915 issuing certain general instructions for the periodical inspection of all Government offices in the State.

8. Correspondence ending with letter No.S.C. 211 (Reference) dated the 11th September 1916 from the Registrar, Chief Court of Mysore, submitting with reference to 7 above, proposals regarding the systematic inspection of Civil and Criminal Courts.

Order No.

Bangalore, April 1917.

In supersession of the Instructions on the subject contained in the orders read in paragraphs 1,2,3,4, and 5 of the preamble, Government are pleased to direct that the arrangements detailed hereunder be followed in regard to the periodical inspection of the Civil and Criminal Courts in the State:--

| Name of the Court. | Inspecting officer. | How frequently to be inspected. |
|---|---|---|
| 1. Munsiff's Court including the Magisterial branch. | 1. The presiding officer<br>2. The District Judge of the Division. | Annually. |
| 2. Subordinate Judge's Court. | 3. Judge of the Chief Court. | Occasionally |
| 3. District Judge's Court. | 1. The presiding officer.<br>2. A Judge of the Chief Court. | Annually. |
| 4. District Magistrate's Court. | 1. The presiding officer.<br>2. A Judge of the Chief Court. | do.<br>Occasionally.<br>Annually, if convenient. |
| 5. First class Magistrates' Courts other than those of the Munsiffs Magistrates. | 1. The presiding officer.<br>2. The District Magistrate.<br>3. A Judge of the Chief Court. | Annually.<br>Occasionally.<br>Annually, if convenient. |
| 6. Second and third class Magistrates' Courts other than those of Munsiff Magistrates. | 1. The presiding officer.<br>2. The District Magistrate or sub division First Class Magistrate. | Annually. |

Note:-- This does not preclude District Magistrates from inspecting Munsiff Magistrates' Courts, whenever they

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deem necessary.

2. These arrangements follow in the main the proposals submitted by the Chief Court. It is only necessary to observe that while Government agree that Munsiff Magistrates' Courts should as a rule be inspected only by Session Judges, they think it undesirable to dissociate District Magistrates altogether from the inspection of these courts. It is therefore provided that District Magistrates might also inspect the courts of the Munsiff Magistrates subordinate to them when such inspection is considered necessary.

This may be accepted.

3. As regards the inspection of subordinate courts by the Judges of the Chief Court, it is stated that no rules are possible but that the courts of District Judges, Subordinate Judges and District Magistrates would be inspected occasionally, annually if that is found to be reasonably possible. This proposal fully meets all requirements and has the entire approval of Government. They would only express the hope that it might be possible to inspect the Courts of District Judges at least once a year.

Yes: this must be done as a rule.

4. With the proposals under consideration, lists of questions have

been submitted for the guidance of inspecting officers. These questions are approved and printed as appendices to this order. It is needless to observe that the questions are only intended as an aid to the memory of inspecting officers and should not be taken to circumscribe the scope of inspection.

The Chief Judge has been inspecting the Chief Court hitherto, and will arrange for its annual inspection either by himself or by one of the other Judges annually.

5. One of the forms relates to the inspection of the Chief Court as to which, however, no definite proposals are made. It is presumed that the court will be inspected by the Chief Judge or one of the Judges of the Chief Court at periodical intervals.

Yes.

6. Copies of notes of inspections held by the Judges of the Chief Court will continue to be submitted to Government as already desired in letter No. J.2128/Cts.98-13-1, dated the 3rd December 1915.

Intld. D.M.N.
Secretary to Govt.,
General Department.

To

The Registrar, Chief Court.
All the District Magistrates.

Copy
N. Kalaiselvan
Registrar

43.

G.R.S. 28]

File No. 52 —
Serial No. 4.

Diary No. of letter replied to

*Proceedings of the Government of His Highness the Maharaja of Mysore*

GENERAL AND REVENUE SECRETARIAT.
( )

the 191 .

Date of issue 20. 10. 17.

Signed by Sri. N. Madhavaiah

READ—

1. G.O.No.J.2321-9-Cts.92-10-3 dated the 15th February 1911 directing that all the courts of Subordinate Magistrates should be inspected by the District Magistrates or Sessions Judges at least once a year.

~~ORDER THEREON—No.~~

2. Letter No.J.239-10-2 dated the 15th July 1911 to the District Magistrate, Chitaldrug, stating that as suggested by th Chief Court, Session Judges and District

over.

SUBJECT.

Sanctions inspection rules for the Civil and Criminal Court in the State

GPB—50,000—1-12-12

District Magistrates should arrange in mutual consultation for the inspection of Criminal Courts in their jurisdiction.

3. G.O.No.J.3722-30-Cts.182-10-15 dated the 24th June 1912 directing that District Magistrates should inspect the courts of Assistant Commissioner Magistrates at least once a year.

Flag W

4. Letter No.J.2128-Cts.98-13-1 dated the 3rd December 1915 to the Registrar, Chief Court, requiring that copies of programmes of inspection by the judges of the Chief Court should, if prepared, be sent up to Government.

Vide Linked file

5. G.O.No.J.3295-Cts.107-15-3 dated the 14th December 1916 (Paragraph 6) suggesting the preparation of annual programmes apportioning the work of inspection (of civil courts) between the Judges of the Chief Court and the District Court.

do

6. Letter No.5968-438 dated the 28th June 1916 from the Registrar, Chief Court on the suggestion referred to in 5.

do

7. G.O.No.10870-918-E.A.43-14-1 dated the 10th April 1915 issuing certain general

Flag R.

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

general instructions for the periodical inspection of all Government offices in the State.

8. Correspondence ending with letter No.S.C.211 (Reference) dated the 11th September 1916 from the Registrar, Chief Court of Mysore, submitting with reference to 7 above proposals regarding the systematic inspection of Civil and Criminal Courts.

Order No. 478-82 52-4-E.A.G. dated 24th Sept 1917

In supersession of the instructions on the subject contained in the orders read in paragraphs 1,2,3,4, & 5 of the preamble, Government are pleased to direct that the arrangements detailed hereunder be followed in regard to the periodical inspection of the Civil and Criminal Courts in the State:-

| Name of Court | Inspecting officer. | How frequently to be inspected. |
|---|---|---|
| 1. Munsiff's court including the Magisterial branch. | 1. The presiding officer<br>2. The District Judge of the Division. | Annually |
| 2. Subordinate Judge's Court | 3. Judge of the Chief Court | Occasionally |
| 3. District Judge's Court | 1. The presiding officer<br>2. A Judge of the Chief Court | Annually<br>-do- |
| 4. District Magistrate's Court. | 1. The presiding officer<br>2. A judge of the Chief Court | -do-<br>Occasionally— annually if convenient. |

| | | |
|---|---|---|
| 5. First class Magistrate's courts other than those of the Munsiff Magistrates. | 1. The presiding officer<br>2. The District Magistrate<br>3. A Judge of the Chief Court | Annually<br><br>Occasionally—annually if convenient |
| 6. 2nd and 3rd class Magistrates' courts other than those of ~~the~~ Munsiff Magistrates | 1. The presiding officer<br>2. The District Magistrate or Sub-Division First class Magistrate. | Annually<br><br>Annually |

Note:- This does not preclude District Magistrates from inspecting Munsiff Magistrate's courts, whenever they deem ~~it~~ necessary.

2. These arrangements follow in the main the proposals submitted by the Chief Court. It is only necessary to observe that while Government agree that Munsiff Magistrates' courts should as a rule be inspected only by Session Judges, they think it undesirable to dissociate District Magistrates altogether from the inspection of these courts. It is therefore provided that District Magistrates might also inspect the courts of the Munsiff Magistrates subordinate to them when such inspection is considered necessary.

3. As regards the inspection of subordinate courts by the Judges of the

GPE—20,000—16-2-14

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

the Chief Court, it is stated that no rules are possible but that the Courts of District Judges, Subordinate Judges and District Magistrates would be inspected occasionally, annually if that is found to be reasonably possible. This proposal fully meets all requirements and has the entire approval of Government. They would only express the hope that it might be possible to inspect the Courts of District Judges at least once a year.

4. With the proposals under consideration, lists of questions have been submitted for the guidance of inspecting officers. These questions are approved and printed as appendices to this order. It is needless to observe that the questions are only intended as an aid to the memory of inspecting officers and should not be taken to circumscribe the scope of inspection.

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5. One of the forms relates to the inspection of the Chief Court as to which, however, no definite proposals are made. It is presumed that the court will be inspected by the Chief Judge or one of the Judges of the Chief Court at periodical intervals. 6. Copies of notes of ~~all~~ inspections by the Chief Court will continue to be submitted to Government as already desired in letter No. J.2128/Cts.98-13-1 dated the 3rd December 1915.

5. [illegible] the chief court, the chief judge says that he has been inspecting the court [illegible] and that he will arrange for [illegible] [illegible] [illegible]

Appendix A

49

SET OF QUESTIONS FOR THE INSPECTION OF CIVIL COURTS

SUBORDINATE TO THE CHIEF COURT BY THE

PRESIDING JUDGE OF EACH COURT

-------oOo-------

1 Name & designation of inspecting officer.
2. Duration of inspection: {Date Commenced / Date Concluded}
3. Previous inspection {Date / Name & designation of inspecting officer}

CASE REGISTERS.

(1) Are the original suits small cause suits, execution, miscellaneous and insolvency cases registers maintained correctly and up to date.

(2) Are all plaints and applications presented to the Court brough on the respective register of cases in the order of the date on which they are presented without delay.

(3) Are the abstracts of the plaints and applications as entered in the respective registers correct and intelligible.

(4) Are the provisions of law with regard to applications as entered in the registers correct.

(5) Are the dates of adjournments properly entered in the column provided therefor in the registers.

(6) Do the entries correspond with those in the diaries of the Court

(7) Are the results of cases entered promptly and properly in the respective register

(8) Are the results of appeals noted in the appropriate column in cases in which appeals had been preferred.

(9). Are reports relating to satisfaction of decrees or amounts deposited in Court by Judgment debtors promptly noted in the column provided therefor in the registers of original and small cause suits.

(10) Is the information relating to execution of decrees promptly and properly noted in the several columns provided therefor in the original and small cause suits registers.

(10) Are the regular and miscellaneous appeal registers correctly and properly maintained.

## STATISTICAL REGISTERS.

(11) Are these registers written up properly and up-to-date.

(12) Do the entries relating to the mode of disposal in these registers correspond with the results as noted in the cases registers.

(13) Is the period of duration in these registers correctly calculated.

(14) Does the total number of cases of each month as entered in these registers agree with the monthly totals of the disposal registers.

(15) Does the monthly total of each of these registers agree with the monthly statements

## OTHER REGISTERS.

(16) Are the Court fee and process fee registers maintained correctly and up to date under the supervision of the

head ministerial officer.

(17) Are the initials of the officials to whom papers are given taken in the column provided therefor.

(18) Is there any delay in sending papers to the concerned clerk

(19) Are refunds of institution and process fees noted in the column of remarks.

(20) Do the entries of refund in the refund register tally with the refund cheques.

(21) Is the register of unused process stamps properly and correctly maintained.

(22) Are unused process stamps for which no refund is claimed within time destroyed soon after the expiry of the time prescribed and is the fact noted in both the register of process stamps and that of unused process stamps.

(23) Are applications for refunds brought for orders without delay and the refund cheques issued without delay.

(24) Is the Court diary or posting book properly maintained.

(25) Do the entries correspond with the order sheet.

(26) Are the cases posted or adjourned to the farthest date entered in the diary.

(27) Is the hour at which the Court sat and rose daily noted in the diary.

(28) Are the entries in the process registers properly and correctly made under the supervision of the head Ministerial Officer.

(29) Are processes issued to the process nazir without delay.

(30) Is the return of processes duly noted in the column provided therefor.

(31) Is the adjustment of the amount due to the process nazir correctly noted against each entry.

## CASH DEPARTMENT.

(32) Are all the registers presribed by the rules maintained.

(33) Is the deposit register written up properly and correctly.

Note:- Check with the register receipt order books and cheque books.

(34) Are signatures of parties obtained in the cash and deposit registers for receipts and payments.

(35) Are the signatures of parties obtained in the deposit register for the issue of cheques.

(36) Are the signatures of parties which are in languages other than English and Kannada transliterated.

(37) Are the previous year's balances brought on the current years ledger.

(38) Are all the items correctly and properly ledgered.

(39) Are balances struck in the ledger after each transaction.

(40) Are ledger indexes maintained correctly.

(41) Are the subsidiary ledgers maintained correctly.

(42) Are amounts of Duty and Penalty remitted generally to the Treasury on the days they are paid into Court.

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G.R.S.311.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. 568-E.A.G.52-4

Bangalore, Dated 29th October 191

From

he Chief Secretary to the Government of His Highness the Maharaja of Mysore,

General Department.

To

The Registr

Chief Court of Mysore.

SIR,

I am directed to forward herewith 100 copies of Government Order No.478-86-E.A.G.52-4 dated 24th September 1917 sanctioning Inspection Rules for the Civil and Criminal Courts in the State.

I have the honour to be,

Si ,

Your most obedient servant,

Draft

29.10.17

For Chief Secretary to Government.

M-SI.-334

43) Has the office been sending copies of documents on which Duty and Penalty were recovered to the Deputy Commissioner without delay.

(44) Are impounded documents sent to the Deputy Commissioner then and there.

## CONTINGENT REGISTER.

(45) Is this register correctly maintained by the Head Munshi in the prescribed form.

(46) Is an account of the permanent advance correctly maintained by the Head Munshi.

(47) Are all charges incurred on account of contingencies entered in the contingent register from day to day.

(48) Has the Head Munshi been recouping the permanent advance at the end of every month.

(49) Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month as required by the rules.

(50) Are all disallowances promptly deducted from the succeeding contingent bill.

## PAY BILLS and ACQUITTANCE ROLLS Etc.,

(51) Are pay bills prepared with reference to the attendance register, leave and office order book.

(52) Are all salaries drawn duly disbursed and proper receipts taken in the barawards.

(53) Is a stamped receipt obtained for payments ~~for payments~~ of over Rs.20/-

(54) Is undisbursed pay sheet drawn invariably in the pay bill the next month.

(55) Are pension applications prepared and submitted in time as required by G. O. No. F.L.7215-55/S. & A.484-08-1 dated the 7th May 1909.

(56) Is a gradation list of the officials prepared as they stood on the 1st of July every year with their qualifications and services duly and correctly noted.

(57) Is an office order book maintained.

(58) Are orders of leave, punishment & etc., regularly recorded and given effect to.

(58 A) Is a service register maintained for every permanent official and brought up to date. Are these registers arranged in order and kept in a box. Who keeps the key of the box.

(58 B) Is the attendance register regularly maintained and checked by the officer constantly.

(59) Is a character book maintained for each official in the office.

(60) Is a record of the distribution of work among the several clerks in the office maintained.

(61) Is the work assigned to each official sufficient without being excessive.

Record Room.

RECORD ROOM.

(62) Are all the records of different classes of cases divided into files and arranged and indexed as required by the Chief Court Rule of Practice No.149.

(63) Are all records of cases or proceedings handed over to the Court Record Room soon after their completion.

(64) Are the disposal registers written up correctly and up to date.

(65) Are records being sent to the Central Record Room in time as required by the Rules.

(66) Has the Court Record Keeper maintained a book to obtain the signatures of the officials who remove records from the record room.

(67) Is the register of documents returned correctly maintained.

(68) Are all applications for return of documents brought on this register without delay and in the order of their receipt.

(69) Are they brought up for orders without delay.

(70) Are the documents returned to parties without delay.

(71) Are there any applications in which return was ordered but the documents have not been taken within two months from the date of the order.

(72) Are all the records and registers which are in the custody of the Court record keeper properly arranged and kept.

Furniture List.

Is the furniture adequate to the needs of the office or more than necessary? What is the condition of furniture kept?



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## FURNITURE LIST.

(73) Is a register of furniture maintained.

(74) Are all articles of furniture purchased from time to time entered in the register under his initials with details as to the date of purchase and cost of each.

Is a note made in the register of all articles lost or which have become unserviceable? Vide Fin. Rules.

(75) Are the entries verified by the Head Munshi once a quarter and by him once a year.

## STATIONERY and FORMS.

(76) Are the stock and issue books correctly maintained and submitted monthly for the inspn. of the Offr. in charge?

(77) Does the Head Munshi check them once a quarter.

(78) Is a verification by stock taking done by him once a year.

Are all old & unserviceable articles of stationery sold by public auction and the proceeds credited to Govt. Vide Rules of Fin.

Is a register of periodical issue of stationery maintained? Vide Rule 36 of the Stty. rules.

(79) Is the stock of forms kept in a proper place and are the forms neatly arranged.

Stationery only

## LIBRARY.

(80) Is a catalogue of books maintained up to date.

(81) Are all books and periodicals received entered in a register maintained therefor.

(82) Are all the books labelled and kept arranged in almirahs.

(83) Are any books issued without a receipt or lent to strangers without his permission.

(84) Are cases of loss or damage to any books reported promptly and orders obtained for their replacement.

Process Departmen

## PROCESS DEPARTMENT.

(85) Are all the registers prescribed by the rules correctly maintained.

(86) Are all the processes brought on the A register as soon as they are received.

(87) Does the process nazir issue processes for service without undue delay.

(88) Does he submit regularly as required by the rules, bills in adjustment of his permanent advance.

(89) Is there any delay in getting his bills cashed and why.

(90) Does he adjust special advances without delay.

(91) Are processes returned to Court before the hearing dates. Are explanations taken and recorded for delay in returning processes.

(92) Does the Nazir invariably collect all unspent batta amounts from process servers immediately after the return of the process server and before issuing a fresh batch of processes.

(93) Is the work of distribution among the staff fair and equal.

(94) Does the Nazir exercise adequate supervision over the working of the department.

(95) Are attached properties in the hands of the Nazir kept securely.

(96) Are they properly and correctly labelled with the Nos: of cases &c., according to the property register and attachment lists.

(97) Has the nazir been obtaining the orders of the Court in the matter of the disposal of properties in his custody.

(98) Is the attendance register maintained correctly by the nazir as per Chief Court Proceedings No.6712-21/C.366 dated the 26th March 1908.

## SECURITIES.

(99) Have the head Ministerial officer, Court and Process Nazirs and all amins and process servers furnished the securities required of them under the rules.

(100) Are the securities furnished proper and are the security bonds properly drawn up and kept securely.

## COPYISTS' DEPARTMENT.

(100) (a) How many copyists are employed in the Department.

(b) Does each of them write a legible and good hand.

(c) Are applications for copies distributed fairly among them.

(d) Does the monthly average income of the Examiner and of each copyist show that the staff is sufficient or otherwise.

(101) Are there many applications pending and is all long pending satisfactorily explained.

(102) Is the copy application register neatly and correctly maintained. and up to date.

(103) Are copies granted to parties promptly.

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(104) Is the number of copying sheets in the hands of the copyists on the date of inspection correct according to the balance appearing in the register.

GENERAL.

(105) Are all decrees drawn up and brought to his signature without delay.

(106) Are plaints and other applications properly checked and scrutinised by the head ministerial officer.

(107) Does the head ministerial officer properly supervise the work of the office.

(108) Are all the stamps duly punched as required by the rules.

(109) Are the Rules of Practice and Circular Letters issued by the Chief Court arranged and kept in separate files. Are all the printed proceedings of the Government and of the Chief Court arranged and kept in files and are these files complete and up to date.

CORRESPONDENCE REGISTER.

(110) Are the registers of inward and outward correspondence properly maintained.

(111) Are a peon book and a tappal book maintained.

(112) Are the registers written up neatly: are all the entries concise and clear.

(113) Are all papers brought up for orders and attended to without delay.

XX (119) Any irregularities or informalities observed in the course of inspn., whether connected with the principal question or not and suggestions, if any, for improving the efficiency of the working of the office.

(114) Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day.

(115) Are the registers checked constantly by the head ministeri officer.

(116) Is a list of the periodical reports and returns due, prepared and maintained up to date? Are the due dates, th dates of actual submission and the names of the clerks responsible for their preparation noted therein? Are returns and reports submitted on the due dates.

(117) Is an inspn. minute book maintained as required by paragraph 4 of Go No. 1087 [illegible] dt. [illegible] 15. E.A. 43-14

## SESSIONS WORK.

(118) Extent to which points noted for action at previous inspections have been attended to.

(1) Are the following registers correctly maintained--.

(a) Register of Sessions Cases .

(b) Register of Miscellaneous Cases.

(c) --Do--of Criminal Appeals.

(d) --Do--of fines.

(e) --Do--of Property.

(f) --Do--of stamps.

(g) --Do-- cash

(h) --Do--of Witnesses.

(i) Criminal-Diary.

(2) Are all the orders of commitment and petitions received brought on the respective registers as soon as they are received.

(3) Is the provision of law correctly entered in the several registers.

(4) Are the disposals correctly entered in the Sessions Cases and Miscellaneous Cases registers.

(5) Are the entries in the witness register correctly made.

(6) Are the fines imposed brought on the fine register then and there.

(7) Are reminders frequently issued to the Police for the realisation of outstanding fines.

(8) Are all fines recovered credited to the Treasury without delay.

(9) Are all the properties produced before the Court correctly entered in the property register.

(10) Are all the properties for the disposal of which orders have been passed duly disposed of in accordance with the orders.

(11) Are the entries in the witness register correctly made.

(12) Do the cash book entries agree with those in the fine register.

(13) Do the entries in the diary agree with the order sheets and do they shew correctly the actual work done by the Court.

(14) Are all the records in disposed of cases duly indexed and made over to the record room without delay.

(15) Have all pending items of the previous year brought forwe ward to the registers of the new year.

(16) Are all stamps produced in Court brought on the stamp register correctly.

(17) Are stamps punched and defaced.

(18) Does the Head Ministerial Officer check these registers constantly.

(19) Are calendars and copy of judgment submitted to the Chief Court without delay.

(20) Are copies of judgment sent to the District Magistrate's Court for the information of the Committing Magistrate without delay.

R. Gopalan

R E G I S T R A R.

M. S. C.

A Appendix

B

1. Name & designation of inspecting offr.
2. Duration { Date commenced / Date concluded.
3. Previous inspection { Date / Name & designation of inspecting officer.

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SET OF QUESTIONS FOR THE INSPECTION OF CRIMINAL

COURTS SUBORDINATE TO THE CHIEF

COURT BY THE PRESIDING

MAGISTRATE OF EACH COURT.

-----oOo-------

(1) Are the following registers correctly maintained:-

(a) Register of Regular Cases.

(b) --Do-- of summary Cases.

(c) --Do-- of Mis: Cases.

(d) --Do-- of Witnesses.

(e) --Do-- of Fines.

(f) --Do-- of Properties.

(g) --Do-- of Stamps.

(h) --Do-- of Power.

(i) Cash Book.

(j) Criminal Diary.

(k) Register of first information reports received.

(l) Register of appeals.

(2) Are all complaints, charge sheets and other petitions presented to the Court brought on the respective registers as soon as they are received.

(3) Are entries correctly made in the several columns of the registers Nos: I, II, III, IV & VI.

(4) Are the final orders in cases tried summarily written by the Magistrate in his own hand.

(5)

5 (5) Has the Judicial Munshi understood the Chief Court instructions for making entries in the witness register No.IV and are the entries correctly made.

(6) Is the provision of law correctly entered in the appropriate columns in registers Nos: I, II, III & V.

11 (7) Are entries being made in Register No. VII (Fines) as soon as fines are imposed.

12 (8) Do the entries tally with those in Registers Nos:I, III & V.

17 (9) Are distress warrants issued to the Police without delay in cases in which fines are outstanding.

18 (10) Are reminders being issued to the Police for long pending distress warrants.

19 (11) Are orders of the District Magistrate sought for without delay to strike off the amounts which are reported by the Police ~~as~~ to be irrecoverable.

20 (12) Are compensation and Court costs awarded promptly recovered and paid.

21 (13) Are amounts of fines and other cash produced in Court promptly entered into the cash book and credited to the Treasury without delay under the respective heads

22 (14) Are entries in Register No.IX (Property) being made correctly as soon as properties are produced before the Court.

24 (15) Are the properties kept safe in the property box duly labelled.

(16)

(16) Are the orders of the Court for the disposal of the properties promptly attended to.

26 (17) Are proclamations for the disposal of unclaimed properties issued to the Gazette soon after orders are passed.

(18) Are vouchers properly taken from parties to whom properties are returned.

33 (19) Are all stamps produced in Court correctly entered in the stamp register (No.XI).

(20) Are all the stamps properly punched and defaced.

35 (21) Are processes prepared and issued to the Police for service without delay.

7 (22) Are the entries made in Register No.XIII (Power) correct and up to date.

29 (23) Are payees' signatures properly taken in the cash book (Register No.XIV) with one anna receipt stamps in cases of payments exceeding Rs.20/-

## R E C O R D S.

(24) Have all the records of disposed of cases been properly indexed and sent to the respective record rooms after the expiry of time allowed.

(25) Are the registers prescribed in the Chief Court Rule of Practice No.86 dated the 12th April 1913 for the record room properly and correctly maintained.

(26) Are the requisitions of different Courts promptly complied with.

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(27) Are all the stamps punched for the second time in the Record Room after the records are received.

(28) Are the records of different classes of cases of different Courts kept separate in the record room properly arranged and labelled.

(29) Are all permanent registers kept separate properly arranged and labelled.

(29) (a) Are all records and registers liable to be destroyed periodically dealt with accordingly.

## LIBRARY.

(30) Are the books in the library neatly arranged and kept in almirahs duly labelled.

(31) Are books and publications entered in the register maintained therefor as soon as they are received and is the register written up to date.

(32) Is a catalogue of the office library maintained up to date.

(33) Are all correction slips inserted in their proper places in the volumes of enactments, rules etc.,

(34) Are any books issued without a receipt or lent to strangers without the permission of the head of the office.

(35) Are cases of loss or damage to any books reported promptly and orders obtained for their replacement.

GENERAL.

## G E N E R A L.

(36) Are all remand and other orders promptly and correctly written up and brought for his signature.

(37) Are all calendars and copy of judgments and orders submitted to the higher court within the time allowed.

(38) Are all reports and returns prepared and submitted on or before the due date.

(39) Is an up to date list of reports and returns due to and due from with the due dates prepared and maintained in the office.

(40) Are all papers received in the office brought for orders without delay.

(41) Are the Rules of Practice and Circular Letters issued by the Chief Court arranged and kept in separate files. Are all the printed proceedings of the Government and of the Chief Court arranged and kept in files and are these files complete and up to date.

## COPYISTS' DEPARTMENT.

(42) Are ~~all~~ the copyists employed enough to cope with the work.

(43) Are copies issued to the parties without delay.

(44) Does the income of the department allow a remuneration of not less than Rs.10/- per copyist per mensum.

(45) Is the copy application register correctly and properly maintained.

(46). Are all copy applications brought up for orders as soon as they are received.

(47) Are the copying sheets produced by parties duly accounted for.

(48) Are all applications on which copying sheets are not produced within one month from the date of call brought up for orders as required by Rule 3 of Rule of Practice No.85 dated 27th March 1913.

(49) Are all copies and unused copying sheets not claimed by the parties within twelve months from the date on which they were ready for delivery brought up for orders and destroyed by him or in his presence as required by Rule 14 of the Copyists' Rules.

(50) Are such destructions noted in the register of copy applications.

R E G I S T R A R.

M. S. C.

Appendix C

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Draft questions for Subordinate Civil Courts.

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Inspection of the court of the District Judge / Sub Judge / Munsiff of

This court was last inspected by

on

(1) Who is the presiding Judge / Munsiff and since when is he in charge?

2) How many working days were there since the last inspection? On how many days did the Judge sit for (a) civil (b) Criminal work?

(a) What is the number of suits or cases of each kind pending on the date of last inspection by

(b) Of these how many have since been disposed of

(3) What is the number instituted since last inspection and what is the number pending on this date?

(a) What is the number of contested proceedings of each kind now pending?

(b) What is the date of institution of the oldest pending case of each kind?

(c) How many cases of each kind are pending over a year?

(1) Regular suits.

(2) Small Cause Suits.

(3) Execution cases.

(4) Miscellaneous cases.

(a) Cases under the Succession Certificates Regulation.

(b) Cases under the Guardian and Wards Regulation.

(5) Cases under the Insolvency Regulation.

(6) Appeals (a) Regular (b) Miscellaneous.

(d) what is the number of appeals actually passed by the Court? (1) number modified, (2) number reversed, (3) number confirmed.

The result of the appealed cases may be noted under the heads of (d) above.

(e) what is the number of cases in which the decrees were reversed by the Chief Court?

= Records of cases pending and disposed of

(4) (a) Are the order sheets carefully written and correctly dated by the Judge / Munsiff ?

(b) Do the entries in the order sheets agree with those in the court diary?

(c) Do the order sheets contain all the interlocutory orders made in the case?

(5) Are adjournments generally granted or refused on sufficient or insufficient grounds and does the Judge / Munsiff note the reasons for granting or refusing adjournments?

(6) Are records in pending cases arranged in proper order?

(7) Are records complete and properly arranged and divided according to rules?

(8) Are they properly indexed?

(9) Do they contain copies of judgments or orders in appeal or revision?

(10) How many records in disposed of cases are not yet completely arranged and indexed and made ready for the record room?

(11) Are records regularly sent to the Central Record Room according to Rules?

(12) Are judgments and orders written and pronounced promptly?

(13) What is the average period between close of case and delivery of judgment in

(a) Regular suits;

(b) Regular appeals;

(c) Miscellaneous appeals.

(14) Are decrees and orders drawn up correctly and so far as may be in the forms prescribed in the Civil Procedure Code. Do they agree with the judgments?

(Examine especially exparte decrees and decrees in

Small

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Small Cause Suits).

(15) (a) By whom are decrees, orders and memoranda of costs compared and corrected?

(b) Is the work properly done?

(16) Are schedules of property invariably and correctly written in the decrees?

(17) Do the records contain unfiled documents?

(18) (a) When are sealed covers in pending cases kept and by whom?

(b) Is the use of sealed covers restricted to proper cases?

(19) Are exhibits properly endorsed and listed?

(20) Are processes (including attachment and arrest warrants) prepared without delay and promptly issued?

Are the process servers sworn and examined regarding the reasons for non-execution of arrest warrants?

(21) Are process fees properly calculated?

(22). Is the evidence in contested suits recorded in full and legibly in the manner prescribed by the Code and certified as correct?

(23) Are plaints and petitions correctly stamped? Are the institution fees paid thereon properly checked at the time of presentation in court?

(24) Are court fee stamps punched properly and brought to register?

(25) Are the pleadings correctly verified (O.VI.R.15) and are they drawn up in accordance with orders VI and VII ?

(26) When new parties are added or legal representatives brought on, are the necessary alterations made in the plaint?

(27) When plaints are amended is the amendment duly entered in the plaint ?

(28) Are applications for appointment of guardians of minor defendants and orders of appointment regularly made before cases are proceeded with?

(29) Are compromises affecting minors always sanctioned by the court ?

(30) Are certificates required from advocates and pleaders that compromise affecting minors are for the minors' benefit ?

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(31) Are Vakalatnamas duly authenticated and accepted ?

(31) A. Are applications for sales in execution cases verified as prescribed in O.XXI R.66(3) ?

(31) B. Who conduct sales ?

(31) C. Is the person who conducts the sale the person to whom the warrant is addressed

(32) Are daily and weekly cause lists prepared and posted on the court board according to rules ?

(32) A. In insolvency cases does the court watch the steps taken by the Receivers to realize the assets of the insolvent by sale or otherwise ?

(32) B. Does the court fix a date for the proof of debt and after proof prepare a schedule of the proved debts ?

(32) C. Has any case reached the stage of an order for the discharge of an insolvent ?

(32) D. In Mis: cases under the Guardian and Wards Regulation when a guardian for a minor or an incapable person is appointed is security usually taken from such guardian for the proper management of the properties of the minor ?

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(32) E. Are accounts usually taken from the guardian of minors, etc., at stated periods and does the Judge usually scrutinise the accounts on reports tendered

by

by the guardians ?

(32) F. Are moneys and valuables belonging to minors duly accounted for by the court Nazir, if such property is in the court custody ?

Registers I, IA, II and IIA.

(33) Is the register of ordinary suits, Register No: I, correctly and neatly maintained ?

(34) Is the register of small cause suits, Register No: II, correctly and neatly maintained ?

(35) (a) Are abstracts of plaints full and correct in Register I and II ?

(b) Are entries of orders adding parties and legal representatives and of orders readmitting suits dismissed exparte made in the registers ?

(c) Are adjournments correctly noted in the appropriate column as the suits proceed ?

(d) Are names of advocates and pleaders entered in the proper column ?

(e) Are orders of attachment, arrest or for furnishing security before judgment entered in the proper column ?

(f) Are alterations and amendments of pleadings entered in the registers ?

(g) Are results of disposal of suits correctly entered ?

(h) Are applications for execution entered in Registers I and II when they are filed ?

(i) Are the results of execution properly and promptly entered soon after the execution proceedings come to an end ?

(j) Are appeal and revision results entered soon after the receipt of the copies of judgment or order ?

(k) Are registers IA and IIA kept up to date and correctly ?

(l) Is duration calculated properly in column

(m) Are disposals properly classified ?

(n) Is the number of hearings correctly entered ?

(o) Do the registers show an excess of exparte disposals and dismissals for default in the last month of the quarter ?

(p) What is the proportion of exparte disposals, dismissals for default and compromises (separately) to the total disposal ?

Register No: III and III A

(36) Are these registers properly maintained ?

(37) Is the provision of law under which Mis: applications

are

are made entered correctly in the appropriate column and does it correspond with the provision quoted on the applications ?

(38) Is that provision correct according to the prayer ?

(39) Are the applications numbered in the way prescribed by Chief Court Circular Letter No: 220 dated 28-9-1911 ? Are the cases entered in Register No: III properly registrable as Mis: cases ?

Registers Nos: IV and IV A.

(40) Is the register of regular appeals written up correctly and neatly and are the results entered promptly and sufficiently fully ?

(41) Are hearing dates noted ?

(42) Are disposals correctly classified in Register IVA ?

Registers Nos: V and VA.

(43) Is the register of Mis: appeals written up correctly and neatly and are the results entered promptly and sufficiently fully ?

(44) Are hearing dates noted ?

(45) Are disposals correctly classified in Register VA ?

Registers

Registers Nos: VI and VI A

(46) Is the register of execution applications correctly written up ?

(47) Are execution applications dismissed hastily to show speedy disposals ?

(48) What is the proportion of infructuous applications to the number of cases disposed of ?

(49) Are decrees transferred from other courts duly registered in a separate register prescribed therefor ? Have decrees transferred for execution on which no application has been made, been returned at the end of six months

(50) Are sale certificates promptly issued and are copies thereof sent to the Sub Registrars without delay ?

(51) Are disposals correctly classified and entered in Register VI A ?

Register No: VII (Insolvency)

(52) Is the register of insolvency applications maintained properly ?

(53) Are Receivers appointed in all proper cases ?

Registers

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Registers Nos: VIII to XI (Cash, Ledger, Deposits, &c)

(54) Is the cash book correctly and neatly maintained and are corrections and erasures initialled by the Judge ?

(55) Are moneys entered in the cash book under the initials of the Judge / Munsiff as per Chief Court Rule of Practice No: 129 dated 22nd October 1906.

(56) What is the cash balance in the hands of the Nazir ?

(57) How much has he in the personal deposit account ?

(58) Has he been making any special advances to the Process Nazir ? If so, is the Munsiff's order for such payment obtained before hand.

(59) Are duty and penalty paid on documents brought on the cash book and are such entries initialled by the Judge ?

(60) Are previous year's ledger balances brought on the current year's ledgers ?

(61) Are the cash and deposit items correctly and promptly ledgered ?

(62) Do the cash book entries agree with those of the other corresponding books ?

(63) Are balances struck in the ledger after each transaction ?

(64)

(64) Are ledger indexes maintained correctly ?

(65) Are the payments made in cash book debited correctly in the Subsidiary Ledger

(66) Is the cash on hand with the Nazir plus the amount in personal deposit account equal to the total of the items in the Subsidiary Ledger ?

(67) Is the deposit register maintained correctly and do the entries of suit numbers, amounts, etc., correspond with those in the respective Receipt Orders ?

(68) Are entries of payment-cheques made correctly against the respective deposits ?

(69) Are signatures of parties duly obtained in the cash and and deposit registers and are they transliterated if in languages other than English or Kannada ?

(70) Does the Judge / Munsiff check the court Nazir's registers every month and certify to their correctness as required by Chief Court Circular Letter No: 142 dated 10th January 1900 ?

(71) Has the Munsiff been verifying the Nazir's cash balance daily ?

Registers

Registers Nos: XII and XXVI (Refunds)

(72) Are applications for the refund of institution fees and unused process stamps promptly attended to ?

(73) Are these registers written up correctly and initialled by the Judge ?

(74) Are refunds made noted in the respective stamp registers under the initials of the Judge ?

(75) Are unused time expired process stamps destroyed in the presence of the Judge / Munsiff and a note thereof made in the process stamp register ?

Register No: XIII ( Duty and Penalty)

(76) In how many cases duty and penalty have been levied since last inspection ?

(77) Are amounts of duty and penalty remitted generally to the Treasury on the days they are paid into court ? (Check with the Remittance Register).

(78) Have copies of documents on which duty and penalty were recovered been sent to the Deputy Commissioner and note thereof made in this register ?

(79) How many documents have been impounded and sent to the Deputy Commissioner ?

Registers Nos: XIV and XV (Court Fee and Process Stamps).

(80) Are these registers written up and submitted daily to the Judge/Munsiff and his initials obtained ?

(81) Are stamps paid or levied entered in appropriate columns

(82) Are the daily totals of Register No: XIV carried over to Register No: XV ?

(83) Are refunds generally noted in these registers under the initials of the Judge/Munsiff

~~(84)~~

Register No: XVII (Contingent Register)

(84) Is this register correctly maintained in the prescribed form ?

(85) Is an order book for contingent charges maintained ?

(86) What is the amount of permanent advance held by the office ? Is an account of it correctly kept ? what is the balance on hand ? Is it forthcoming ?

(87) Are there any long standing advances made out of the office imprest awaiting adjustment ? Details may be furnished.

(88) Are all charges incurred on account of contingencies entered in the contingent register from day to day ? Vide article 81 of the Civil Account Code. Are totals struck at the end of the month ?

The necessity for any unusual charges may be scrutinised.

(89) Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary ?

(90) Is the abstract contingent bill drawn at the end of each month in the manner laid down in Article 83 of the Civil Account Code and are the initials of the head of the office obtained ?

(91) Is the expenditure kept within the budget grant ?

(92) Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month as required by paragraph 210 of the Mysore Treasury Manual ? Are all disallowances promptly deducted from the succeeding contingent bills ?

Register No: XVIII (Diary)

(93) Is this register regularly and correctly kept ?

(94) Are the adjournments correctly posted ?

(95) Are all cases posted to subsequent dates for hearing entered in chronological order according to years as far as possible ?

Register No: XIX (Copyists Register)

(96) Are all the entries properly made under appropriate columns ?

(97) Has the Judge / Munsiff been checking the register ?

(98) How many copyists are there in the court and how many examiners ?

(99) What is their income per month ?

(100) Do the copyists write neatly and do they write the prescribed number of words on each copying sheet ?

(101) How many typists are employed ? Are they passed men and do they type correctly and fast ?

(102) a. How many applications for copies are pending ?

b. What is the average period taken in preparing a copy ?

c. Are long pending cases properly explained ?

40

Register

~~(111) Is leave granted to officials regularly~~

Register No: XX (of processes)

(103) Are the numbers of the bills by which the amounts due to the Process Nazir on each of the processes correctly noted with the date in the proper column ?

(104) Are there delays in preparing and issuing processes to the process Nazir for service ?

(104) A. Is this register correctly maintained by the Head Munshi / Ministerial officer of the court or by any other official under his supervision ?

Register No: XXI (Of applications for returning of documents)

(105) Are all the applications presented to the court brought on this register ?

(106) How many applications are pending disposal and why ?

(107) Are there any delays in returning documents and why ?

(108) If documents are not taken by parties within two months from the date of order are the applications rejected ?

Register No: XXI (Attendance)

(109) Is this register correctly maintained under the supervision of the Head Ministerial Officer ?

(110) Is this register being checked by the Judge every day ?

(111) Is leave granted to officials regularly noted in this

this register ?

Record Room

(112) Are all the records of different classes of cases divided into files and arranged and indexed as required by the Chief Court Rule of Practice No: 149 ?

(113) Are the records of different kinds of cases duly entered in the respective registers ?

(114) Do the disposals shown in the monthly statements tally with the number shewn in the statistical registers and the number given in the Record Room Register ?

(115) Do the numbers given in the Record Room Registers agree with those in the court disposal registers ?

(116) Are the records being sent to and received by the Central Record Room within the time prescribed by the rules ?

(117) Do the Central Record officials check and enter in their registers as soon as the records are received by them ?

(118) Are all the entries in the several registers of the Central Record Room correctly made ?

Compare a few entries with the lists received from different courts and also with the records.

(119) Are all time expired records and registers destroyed

regularly according to the rules ?

(120) Are all the permanent registers kept arranged and duly labelled ?

(121) Are all the records of cases disposed of every month being handed over to the court record keeper within the end of the succeeding month duly indexed ?

(122) Does the Head Record Keeper, Central Records, comply with the requirements of the different courts promptly

(123) Are all the stamps duly punched in the Central Record Room for the second time with the triangular punch ?

(124) Are the different classes of records of the different courts deposited separately duly arranged and labelled ?

## Process Department

(125) Are the following registers maintained correctly and up to date ?

A. Register of Processes.

B. Register of work done by the process serving establishment.

C. Process servers' work ticket.

D. Bill book.

E. Cash Book.

F. Property register of immoveables

G. Property register of moveables.

H. Attendance Register.

(126) What is the permanent advance held by the Nazir ? Does he furnish detailed account therefor including special advances taken from the court and the amounts received from foreign courts and produce the money in hand on the date of inspection ?

(127) Does he submit regularly as required by the rules, bills in adjustment of his permanent advance ? Is there any delay in getting his bills cashed and why ?

(128) Has he been frequently obtaining special advances from the court and why ?

(129) Does he adjust these special advances without undue delay?

(130) What is the strength of the process serving establishment?

(131) What is the per centage of satisfactory service for the last 6 months ?

Of this what is the proportion of personal service ?

What is the per centage of execution of warrants during that period ?

(132) Does the Nazir issue processes for service without undue delay ?

(133) Are processes returned to courts before the hearing dates? Are explanations taken and recorded for delay in returning processes ?

(134) Does the Process Nazir invariably collect all unspent batta amounts from process servers immediately after the return of the process server and before issuing a fresh batch of processes ?

(135) Is the register of work done by the process staff maintained correctly ? Does it show sufficient work for the whole staff ?

(136) Is the work distribution among the staff fair and equal ?

(137) Does the inspection show that the Munsiff and the Nazir both exercise adequate supervision over the working of this department ?

(138) Are all the columns in registers F and G filled in as soon as the corresponding cases are disposed of in each court

(139) Where are the attached properties in the hands of the Nazir kept ?

Are they found correct according to property registers and attachment lists ?

Are

Are they properly and correctly labelled with the numbers of cases, etc.,

(140) Is there any property pending disposal regarding which the Nazir has not obtained orders from the court in the matter (Vide Government order No: J.2317/Cts. 223-03-4 dated 9-2-1909).

(141) Is the attendance register maintained correctly as per Chief Court Proceedings No: 6712-21/C.366 dated 26-3-1908?

(142) Has the Process Nazir and his staff furnished the security required of them according to rules ?

Securities

(143) Have the Head Ministerial officer and the court Nazir furnished the securities required of them ?

144). Are the securities furnished proper and are the bonds properly drawn up

Are all the valuable properties produced in or brought the court under attachment or otherwise, kept in the safe box and kept in the Treasury as also the security

Service registers, &c

Service Registers, etc.

(145) Is a service register maintained for every permanent official and brought up to date ? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box ?

(146) Is an office order book maintained ? Are orders of leave, punishment, etc., regularly recorded and given effect to?

(147) Are all appointments made in accordance with the rules issued by the Chief Court ?

Distribution of work

(148) Is a record of the distribution of work among the several clerks maintained ?

Is the work assigned to each official sufficient without being excessive ?

(149) Does the ministerial head of the office supervise the work of the officials and see that they do not run into arrears ?

Reports and returns.

(150) Is a list of the periodical reports and returns due, prepared and maintained up to date ? Are the due dates, the dates of actual submission and the names of the clerks

clerks responsible for their preparation noted therein Is it scrutinised monthly by the head of the office ?

(151) How many and which returns were overdue at the time of inspection ?

## Furniture List

(152) Is a register of furniture maintained ? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each ?

Is the register verified once every quarter by the Head Ministerial Officer and the result reported to the head of the office ? Is a similar list maintained for tents Is the furniture sufficient, clean, and in good order ?

## Stationery and Forms

(153) In whose custody is the office stationery ?

Are the stock and issue registers regularly maintained?

Are they submitted monthly for inspection ?

Is a verification by stock taking done once a year ?

(154) Who keeps the stock of forms ? Where are they kept ? Are they neatly arranged ? Are all receipts and issues noted in a register ?

(155) Is a register of periodical issue of stationery maintained?

Rules of Practice, Circular Letters , etc

(156) Are the Rules of Practice and Circular Letters issued by the Chief Court arranged and kept in separate files? Are all the printed proceedings of the Government and of the Chief Court arranged and kept in files ? Are these files complete and up-to-date ?

Library.

(157) In whose charge is the office library and where is it kept ?

(158) Is a register maintained for entering books and publications as they are received and is it written up-to-date ?

(159) Are all books received into the Library correctly labelled and deposited in their appropriate places ?

(160) Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc?

(161) Are any books issued without a receipt or lent to strangers without the permission of the head of the office ?

(162)

(162) Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement ?

Correspondence Registers.

(163) Are the registers of inward and outward correspondence properly maintained with cross references regularly marked ?

(164) How many of such registers maintained ? Are a peon book and tappal book maintained ?

(165) Are the registers written up neatly ? Are the entries concise and clear ?

(166). Is there any delay in the fair copying and despatching of letters ? Are all papers despatched invariably on the day they are signed or the following day ? A few issues may be examined with reference to refer book, peon book and tappal book.

(167) Is the issue register checked once a month by the Ministerial Head of the Office ?

(168) Is a separate petition register maintained in the form prescribed by Rule 22 of the Petition Rules and does it show the method of disposal and the date and nature of endorsements granted ?

(169) Is there any abnormal delay in the disposal of petitions ?

(170) Is the half-yearly return of petitions sent up regularly as required by Rule 24 of the Petition Rules ?

(171) Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection ?

Barawards, Salary Bills, etc.

(172) Are salary bills prepared with reference to the attendance register, leave register and office order book ? Are drafts of the pay bills maintained ?

(173) Is an Acquittance Roll maintained ? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs 20? Is the register examined every month by the head of the office ?

(174) Is undisbursed pay short-drawn invariably in the pay bill of the next month ?

(175) Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring

sanction

sanction of higher authorities ?

(176) Are all sums drawn on travelling allowance bills disbursed and acquittance taken ?

(177) Are drafts of the office travelling allowance bills maintained in a register ?

(178) Are pension applications prepared and submitted in time ?

(179) How many cases are pending and why ?

General

(180) Is the office accommodation sufficient and suitable ?

Are the rooms and premises kept clean ?

Is the building in need of repair ?

(182) Is an inspn: minute book maintained as laid down in paragraph 4 of G.O. No. 1087-G.R. / G.A.43-11, dt. 6th April 15.

(183) Extent to which points noted in previous inspections have been attended to ?

(184) Any irregularities or informalities observed in the course of inspn: whether connected with the previous questions or not and Criminal

Suggestions, if any, for improving the efficiency of the working of the office.

(185) Is the court being inspected by the presiding officer annually and a report submitted to his immediate superior offr:?

## CRIMINAL WORK.

1. What was the number of - Sessions cases
   Regular cases
   Mis: cases
   Appeals
   pending on the date of last inspection ?

2. What is the number filed since then ?
   Sessions cases
   Regular cases
   Mis: cases
   Appeals.

3. What is the number of pending cases ?
   Sessions cases
   Regular cases
   Mis: cases
   Appeals.

4. What is the number and nature of disposals under the different sections of the Criminal Procedure Code or other Local or Special Law ?

5. Have the disposals been made under the correct sections of the Criminal Procedure Code or other Law ?

6. What is the average number of days spent in the trial of
   Sessions cases
   Regular cases
   Mis: cases
   Appeals.

7. Are judgments and orders generally delivered promptly or unreasonably delayed ?

8. Are copies of judgments and orders in disposed of cases promptly submitted to the Chief Court / District Magistrate ?

9. What is the number of appeals preferred from the conviction and sentence passed by the court ?

10. In how many were the conviction and sentence
confirmed
modified
reversed
or retrial ordered ?

11. How many of the pending
Sessions cases
Regular cases
Mis: cases
and Appeals
are more than 3 months old ?

12. Have adjournments been frequently granted by the Judge / Magistrate and if so are they granted on sufficient and proper grounds ?

13. Is the order sheet in the disposed of cases fully and correctly written up ?

14. Have pending regular and Mis: cases of the previous years been

been brought on to the current year's registers ?

15. Have entries been made correctly in the appropriate columns of registers I, III, V and VI ?

16. Are entries in Register No: IV (Witnesses) made then and there

(Compare a few entries with the order sheets and depositions in a few cases and see if the entries made are correct).

17. Are witnesses being discharged promptly ?

18. How many witnesses appeared before the (a) court since the date of last inspection (b) How many were actually examined and (c) what is the amount of expen incurred

19. Are entries made in the Judicial Diary every day and initialled by the Judge ? Is the progress made in each case properly entered in the diary ?

20. Are entries being made in Register No: VII (Fines) as soon as fines are imposed ?

What is the total amount of fines pending recovery on the date of inspection ?

Are necessary steps taken for the recovery thereof ?

21. Have outstanding fines of previous years been brought on the current year's register ?

22. Are compensation and court costs awarded promptly recovered and paid ?

23. Are entries in Register No: IX (Property) being made as soon as properties are produced before the court and are they disposed of promptly according to the orders passed in respect of them ?

24. How many items of properties are pending disposal on the date of inspection and have steps been taken for their disposal ?

25. Have all items of previous years pending disposal been brought on the current year's register ?

26. Are entries made correctly in register No: IX (Stamps) Are stamps properly punched and defaced ?

27. Are entries made correctly in Register No: XIV (Cash)? Is all the cash produced before the court brought on this register and have payee's signatures been properly taken ? Have one anna receipt stamps been affixed in cases of payments exceeding Rs 20 ?

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N. Gopalan

H.C.C. REGISTRAR.

Appendix D.



Draft questions for the guidance of the Inspecting Judges.

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Inspection of the court of the Magistrate of by

Date commenced - - - - -

Date concluded - - - - - -

1. This court was last inspected by Judge / District Magistrate on

2. The presiding magistrate with date of his taking charge.

3. What was the number of - Regular cases
Mis: cases
appeals

pending on the date of last inspection ?

4. What is the number filed since then -
Regular cases
Mis: ~~appeals~~ Cases
Appeals.

5. What is the number of pending cases -
Regular cases.
Mis: cases.
Appeals.

6. What is the number and nature of disposals under the Criminal Procedure Code or other Local or Special Law.

7. Have the disposals been made under the correct sections

of the Criminal Procedure Code or other law.

8. What is the average number of days spent in the trial of

Regular cases.

Mis: cases.

or Appeals.

9. Are judgments and orders generally delivered promptly or unreasonably delayed.

10. Are calendars in disposed of cases promptly submitted to the Chief Court / District Magistrate

11. What is the number of appeals preferred from the conviction and sentence passed by the court ?

12. In how many were the conviction and sentence

confirmed

modified

reversed

or retrial ordered.

13. How many of the pending -

Regular cases

Mis: cases

and appeals

are more than three months old ?

14. Have adjournments been frequently granted by the Magistrate and if so are they granted on sufficient and proper grounds ?

15. Is the order sheet in the disposed of cases fully and correctly written up ?

16. Have pending regular and Mis: cases of the previous years been brought on to the current year's register ?

17. Have entries been made correctly in the appropriate columns of Registers I, III and VI ?

18. Are entries in register No: II made correctly and are the final orders written in this register by the Magistrate in his own hand ?

19. Are entries in register No: IV (Witnesses) made then and there.

Note - Compare a few entries with the order sheets and depositions in a few cases and see if the entries made are correct.

20. Are witnesses being discharged promptly ?

21. How many witnesses appeared before the (a) court since the date of last inspection, (b) how many were actually examined and (c) what is the amount of expense incurred'

22. Are entries made in the Judicial Diary every day and initialled by the Magistrate. Is the progress made in each case properly entered in the diary ?

23.(a)Are entries being made in register No: VII (Fines) as soon as fines are imposed

(b) What is the total amount of fines pending recovery on the date of inspection ?

(c) Are necessary steps taken for the recovery thereof ?

24. Have outstanding fines of previous years been brought on the current year's register ?

25. Are compensation and court costs awarded promptly recovered and paid ?

26. Are entries in register No: IX (Property) being made as soon as properties are produced before the court and are they disposed of promptly according to the orders passed in respect of them.

27. How many items of properties are pending disposal on the date of inspection and have steps been taken for their disposal ?

28. Are unclaimed properties properly brought on this register according to the Police Mal Form and disposed of after due notification in the Gazette.

29. Have all items of previous years pending disposal been

brought

brought on the current year's register ?

30. Are entries made correctly in register No: XI (Stamps).

Note - Verify a few entries with the records of cases and note the result.

31. Are stamps properly punched and defaced ?

32. (a) Are entries made correctly in register No: XIV (Cash) ?

(b) Is all the cash produced before the court brought on this register and have payees' signatures been properly taken ? Have one anna receipt stamps been affixed in cases of payments exceeding Rs 20/- ?

33. Are the entries made in register No: XIII (Power) correct and up to date ?

RECORDS.

34. (a) Have all the records of disposed of cases been divided into parts and properly indexed with title pages as required by the Chief Court Rule of Practice No: 149 dated 20th July 1911.

(b) Are they being sent to the respective record rooms after the expiry of the time allowed in the said Rule of Practice ?

(c) Are all the registers required to be maintained in the Record Room properly and correctly maintained ?

(d) Are the requisitions of different courts promptly complied with ?

(e) Are all the stamps punched for the second time after the records are received in the Record Room ?

(f) Are the records of different classes ~~classes~~ of different cases kept separate in the record room properly arranged and labelled ?

(g) Are time-barred records destroyed according to rules ?

LIBRARY

35. In whose charge is the office library and where is it kept?

36. Is a register maintained for entering books and publications as they are received and is it written up to date ?

37. Is a catalogue of the office library maintained up-to-date

38. Are all books received into the library correctly labelled and deposited in their appropriate places ?

39. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.

40. Are any books issued without a receipt or lent to strangers without the permission of the head of the office ?

41. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement ?

K. R. Sahasrabudhe

REGISTRAR.

42. Is the Court being inspected by the presiding officer annually and a report submitted to his immediate superior ~~of~~ staff?

43. Is an insp. ~~bo~~ minute book maintained as laid down in paragraph 4 of F.O. No. 10870-918 / E.A. 43141-1 of the 10th April 1915.

44. Extent to which points noted for action at previous inspections have been attended to?

45. Any irregularities or informalities observed in the course of insp.

Appendix E



Draft Questions for the Chief Court of Mysore.

1. Name of insp. Offr. with desig. & station
2. Duration of insp. { Date commenced - - - - ---------- Date concluded - - - -
3. Previous insp. — { Date / Name & designation of inspecting offr. —

Case Registers

(1) Are the regular, miscellaneous and second appeal registers maintained correctly and up to date.

(2) Are the registers of Civil Petitions, Revision Petitions and Referred cases maintained correctly and up to date.

(3) Are the registers of (a) Criminal Appeals (b) Revision Petitions (c) Criminal Petitions (d) Criminal Revision Cases and (e) referred cases, maintained correctly and up to date.

(4) Are the dates of adjournments entered in the proper columns both in the Civil and Criminal Registers.

(5) Do the entries correspond with the entries in the diaries of the court.

(6) Are the results of cases entered promptly and properly in the respective registers.

Other registers

(7) Is the register of records (both Civil and Criminal) received from and returned to lower courts maintained correctly

correctly and up to date ?

(8) Are the lower court records returned promptly with the copies of judgments and orders of this Court after the disposal of appeals and cases.

(9) (a) Is the stamp register maintained correctly and up to date

(b) Are entries therein written up without delay.

(c) Are refunds of institution and process fees noted in the column of remarks.

(d) Do the entries of refunds in the register tally with the refund cheques.

(e) Are unused process stamps destroyed and the fact noted in this register.

(10) Is the register of processes issued and returned properly maintained.

(11) Are entries correctly made therein without delay.

(12) Does the court diary as maintained give sufficient details of disposals and adjournments.

(13) Is the register of appeal memos etc, returned for amendment or for payment of deficient stamp fee properly and correctly maintained.

(14) Is a register of judicial offrs (munsiffs, subjudges and magistrates) against whom work criticisms have been passed in judgments by the Chief Court, maintained and kept up to date ?

Records

## Records and Record Room Registers

(14) Are pending cases carefully arranged and separated into bundles according to dates

(15) Are all disposed of records promptly made over after a month according to rule to the Record Keeper duly arranged with the table of contents?

What is the number of such records remaining to be sent to the record room ?

(16) Are the marginally noted registers written up neatly and correctly by the record keeper ?

Appeals (Civil and Criminal).
Second appeals.
Mis: appeals.
Civil petitions and Criminal Petitions.
Referred cases Civil and Criminal.
Criminal Revision cases.

(17) Are the records in disposed of cases neatly arranged and stitched with Title pages correctly written up.

(18) Are unused stamps and B file papers duly destroyed according to the rules in force.

(19) Is the register of return of documents maintained and are applications for return promptly attended to.

## Translation Department

(20) How many translators work in the Branch.

(21) Are the translations completed promptly.

(22) Is the translation work fairly distributed.

## Copying Department

(23) How many officials work in this branch and under whose supervision ?

(24) Does this branch maintain a register of records sent to it for typing or fair copying and are such register entries complete.

(25) Is there any undue delay in the preparation of fair copies of correspondence, judgments and orders.

## Judicial Cash

(26) Are the following registers maintained ?

1. Cash Book.
2. Deposit Register.
3. Ledger.
4. Receipt order book.
5. Cheque Book.
6. Remittance register.
7. Refund Register.

(27) Is the cash book maintained in the proper form and is it checked daily by the Deputy Registrar ?

(28) Is the Deposit register written up properly and regularly.

Note - Here check with the register Receipt Order Books

Books and Cheques.

(29) Are initials of the parties obtained therein for deposits and payments.

(30) Are all the cash book and deposit entries duly ledgered.

(31) Are ledger balances carefully struck.

(32) Is the register of refunds correctly maintained ?

Note - Do the entries in the register tally with the counter-foils of the refund certificates.

Statistical Branch

(33) Is a statement of the periodical reports and returns due from the several subordinate courts (Civil and Criminal) and due to the Government prepared and maintained up to date. Are the due dates properly noted therein. Has the Registrar been scrutinising them periodically.

How many and which returns were overdue on the date of the inspection.

Contingencies, Acquittance Rolls, etc

(34) Are the following registers properly maintained:

(1)

1. Contingent register.
2. Order book for contingent charges.
3. Baraward.
4. Travelling allowance bill book.

(35) What is the amount of permanent advance held by the office. Is an account of it correctly kept. What is the balance on hand. Is it forthcoming ?

(36) Is there any money on hand awaiting remittance to the Treasury or payment to parties ?

(37) Are there any long standing advances made out of the office imprest awaiting adjustment ?

(38) Are all contingent charges incurred under due authority, sanction of the Government being obtained where necessary .

(39) Is the expenditure kept within the budget grant.

(39) A. Is the register showing the issue of clothing to menials properly maintained.

(40) Are the detailed contingent bills of each month forwarded to the Comptroller with vouchers by the 1st week of the succeeding month as required by paragraph 210 of the Mysore Treasury Manual.

(41) Are salary bills prepared with reference to the attendance register, leave and office order book ?

(42) Are all salaries drawn duly disbursed and proper receipts taken in the baraward. Is a stamped receipt obtained for payments of over Rs 20/-. Is the register examined every month by the Registrar.

(43) Is undisbursed pay short-drawn invariably in the pay bill of the next month.

(44) Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the Government.

(45) Are all sums drawn on travelling allowance bills disbursed and acquittance taken.

(46) Are pension applications prepared and submitted in time as required by G.O.No: Fl.7215-55/S & A 484-08-1 dated 7th May 1909.

(47) Are there many cases pending disposal, and is satisfactory explanation forthcoming for pendency.

(48) Is a gradation list of the officials prepared as

they

they stood on the 1st July every year with their qualifications and services duly and correctly noted.

(49) Is a service register maintained for every permanent official and brought up to date. Are these registers arranged in order and kept in a separate box.

(50) Is an office order book maintained. Are orders of leave punishment, etc., regularly recorded and given effect to ?

(51) Is a register of applications for appointments maintained and are selections made therefrom.

(52) Is a record of the distribution of work among the several clerks in the office maintained ?

Is the work assigned to each official sufficient without being excessive ?

Furniture list

(53) Is a register of furniture maintained. Are all articles of furniture purchased from time to time entered therein with details as to the date of purchase and cost of each.

Is the register verified once a year by the Registrar ?

Is a note made in the Regr: of all articles lost or which have become unserviceable?

Is the furniture adequate to the needs of the Office or more than necessary? What is the condition of furniture kept?

Stationery and Forms

(54) Are the stock and issue books regularly maintained.

Does

Register of periodical issued stationery

116



Does the Deputy Registrar check them once a quarter.

Is a verification by stock-taking done once a year ?

Are all old & unserviceable articles sold by auction & the proceeds credited to Govt. ? vide clause of the Stg. Rules

(55) Is the stock of forms kept in a proper place ~~and~~ are the forms neatly arranged ?

## Library

(56) Is a register maintained for entering books and publications as they are received and is it written up to date ?

(57) Is a catalogue of the Library maintained up to date.

(58) Are all books received into the Library deposited in their appropriate places.

(59) Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.

(60) Are any books issued without a receipt or lent to strangers without the permission of the Registrar.

(61) Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement ?

## Correspondence Registers

(62) Are the "current" registers of ~~inward and outward~~ correspondence properly

properly maintained ~~with cross references regularly marked.~~

(63) Are a peon book and tappal book maintained ?

(64) Are all these registers written up neatly. Are the entries concise and clear ?

(65) Is there any delay in the despatching of letters. Are all papers despatched invariably on the day they are signed or the following day. _ few issues may be examined with reference to the refer book, peon book and tappal book.

(66) Is the issue book checked once a month by the Registrar.

(67) Is a separate petition register maintained in the form prescribed (by ~~rule 22 of the Petition~~ Rules) and does it show ~~the method~~ of disposal and the date, and nature of endorsements granted

(68) Is there any abnormal delay in the disposal of petitions.

(69) Are all the registers periodically examined by the Registrar and signed by him in token of his inspection

(70) Are correspondence papers properly sorted and arranged

Arrear

## Arrear Lists

(71) Do the officials required to prepare and submit arrear lists do so and are they scrutinised carefully by the Registrar ?

(72) Are monthly arrear lists received from subordinate offices and scrutinised before the 15th of the month following.

## Other registers of the English Record Department.

(73) Is the power register correctly maintained up to date.

(74) Is the register of applicants for Munsiff's post correctly maintained up to date.

(75) Are the registers of rules of practice and circular letters (both civil and criminal) properly written up and up to date. Are separate files of these kept.

(76) Is the register showing the amount of casual leave granted to Judges of subordinate courts correctly maintained .

## General

(77) Is the register of Advocates and Pleaders maintained up to date.

(78) Is the register of Advocates' Gumastahs maintained up to date.

(79) Is the attendance register regularly kept. Is the attendance regular. Is the register ~~xxxxx~~ checked daily?

(80) Is a register of immoveable properties possessed by Judicial Officers maintained.

(81) Is a register maintained for cases ordered to be reported in the Chief Court Reports.

(82) Are reports of cases issued for print within a reasonable time.

Copyists' Department

(83) (a) How many copyists are employed in the Department.

(b) Do they write a legible and good hand.

(c) Are applications for copies distributed fairly among them.

(d) Does the monthly average income of the Examiner and of each copyist shew that the staff is sufficient or otherwise.

(84) Are there many applications pending and is all long pendency satisfactorily explained.

(85) Is the copy application register neatly and correctly maintained and up to date.

(86) Are copies granted to parties promptly ?

(87) Is the number of copying sheets in the hands of the copyists

copyists on the date of inspection correct according to the balance appearing in the register ?

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N. Gopalan

REGISTRAR.

H.C.C.

M

Can inspection note book maintained as laid down in paragraph 4 of G.O. No. 1087-08 Edn. dt. 10th April 1915.

Extent to which points noted on occasion at previous inspns. have been attended to.

Any irregularities or irregularities observed in the course of inspection rectified or not and suggestions, if any, for improving the working of